



# Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

---

## COUNTY ALCOHOLISM COORDINATOR

### OVERVIEW

Under direction, plans, coordinates, monitors and evaluates the alcoholism and treatment and rehabilitation services and prevention programs provided by the County of Mercer.

### RESPONSIBILITIES

Duties include, but are not limited to, participating in meetings with other counties and local stakeholders to identify the needs of the community. Applicant will apply for grant funding and ensure the compliance of all parameters of grant awarded funding. This position is responsible for the planning and development of programs and the RFP of same and the subsequent review of awarded programs to ensure appropriate outcomes. Staff supervision.

### SKILLS/ABILITIES

- Excellent verbal, written, and presentation skills.
- Ability to problem solve with decisive decision making.
- Ability to interact and maintain a good rapport with the public, co-workers, supervisors, elected officials, and community leaders.
- Ability to prioritize and organize multiple projects, multitask and proficiently manage time and resources.
- Strong proficiency in Microsoft Office Suite and the ability to use or quickly learn work-specific technologies.
- Flexibility and willingness to accept changes in priorities, as necessary.

### REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in the social or behavioral sciences, health care or theology.

Five (5) years of experience in providing treatment and rehabilitation services to alcoholic and/or prevention of alcohol abuse, two (2) years of which shall have been in a supervisory capacity and which shall have included planning, organizing, and developing treatment, rehabilitation, or prevention services.

**LICENSES:**

Must possess a valid state driver's license.

**WORKING HOURS:**

Mon-Fri, between the hours of 8:30 am - 4:30 pm.

**SALARY:**

Commensurate with experience

**TO APPLY:**

Candidate would be subject to all New Jersey Civil Service regulations. Mercer County residency required. Send application, resume and cover letter to: Taraun Tice McKnight, Deputy County Administrator and Human Services Director, Mercer County Administration Building, 640 South Broad Street, PO Box 8068, Trenton, NJ 08650-0068 or via e-mail to [tmcknight@mercercounty.org](mailto:tmcknight@mercercounty.org).