

**MIDDLESEX COUNTY UTILITIES AUTHORITY  
JOB OPENING**

JOB TITLE: Training & Development Specialist

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DEPARTMENT: Central Administration	DIVISION: WW/SW
LOCATION: Central Treatment Plant	EXEMPT: Yes
SALARY LEVEL: E-3 (\$46,630-\$106,360)	SHIFT: No
REPORTS TO: HR Manager/ as assigned	REVISED:1/31/2022
OTHER REQUIREMENTS: Must be available for flexible hours.	

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**SUMMARY:** Under direction of the Human Resources Manager or as assigned, assist the Authority in the development of a community relations program and internal initiatives geared toward enhancing employee morale, training, and development.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** Include the following and others as assigned.

Organize an effective program of community relations with host municipalities and participants within the Authority's service areas to keep public informed of the Authority's programs, accomplishments, or points of view.

Work with County government and affiliated County agencies to create programs that reflect the MCUA's efforts in environmental conservation and green initiatives.

Develop and maintain a harmonious liaison between the community and various MCUA departments to promote ecologically sound policies or programs.

Develop on-going communications networks to ensure that participating communities, businesses, and individuals receive important information pertaining to Authority activities.

Assist with preparing community outreach materials, monthly newsletters (Highlights), or other periodic correspondence along with the Authority's Annual Report and manages the Authority's social media accounts.

On occasion, may speak to private, civic, government, fraternal, and religious organizations about the Authority's efforts in preserving the environment.

Prepare monthly reports that detail contacts made, constituents or businesses visited, and meetings attended as well as other reports as required.

As assigned, work with the Authority's communications consulting firm on newsletters, the Authority's website, and other externally geared communications activities.

Prepare and distribute fact sheets, news releases, photographs, or videos to media representatives,

schools, business concerns, nonprofit organizations, governmental agencies, and other persons who may be interested in learning about or publicizing the Authority's activities or message.

Monitor employee morale by engaging directly with employees, utilizing targeted surveys, and helping to publicize various benefits and initiatives available to MCUA staff.

Work with the Human Resources Manager to develop position-specific career training and development plans.

Manage the MCUA employee training software; Remain informed of latest training materials and programs that would benefit the employees across all departments and divisions.

Schedule or assist with the scheduling of general workforce training, safety training, job-related seminars and Authority-sponsored fairs, and staff social or team building events.

Serve as the point person for all MCUA tuition reimbursement and external career development program reimbursement requests. Serve as lead on MCUA employee license and certification tracking across all departments.

Schedule, manage communications, and lead facility tours for the Authority to the public and other special interest groups.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** Bachelor of Arts or Science Degree (B.A./B.S.); two (2) years related experience and/or training; or equivalent combination of education and experience.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentages, and common statistical characterizations.

**OTHER SKILLS and ABILITIES:** Working knowledge of planning and implementing a program for the purpose of promoting cooperation, understanding, and harmony between government agencies, community groups, and the general public. Knowledge of the collection, preparation, editing, and distribution of information for the purpose of promoting the services and activities of the Authority. Knowledge of methods effective in securing the cooperation of civic, business, and community groups, government agencies, and the public in general. Ability to prepare reports and correspondence. Manage the social media presence for the MCUA, including but not limited to Facebook, Instagram, Twitter, LinkedIn. Working knowledge of administrative, organizational, communications, and employee relations practices. Working knowledge of laws, rules, regulations, procedures, policies, and standards as they apply to personnel supervision in a public organization. Working knowledge of employee benefits programs. Ability to use computer equipment and learn related software

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is required to stand, walk, and have manual dexterity. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes, noxious odors or airborne particles, and industrial strength chemicals. The noise level in the work environment is usually quiet.

Please contact Matthew Wiater at [mwwiater@mcua.com](mailto:mwwiater@mcua.com) for additional information regarding salary and benefits as well as to submit resume and application.

The MCUA is an Equal Opportunity Employer (EEO/AA).