

AREA CENSUS OFFICE (ACO) POSITIONS & PAY RATES – MIDDLESEX COUNTY

AREA CENSUS OFFICE MANAGER (ACOM) - \$35.50/hour

As an Area Census Office Manager, you will be responsible for the general supervision and administration of the office. You will be responsible for the planning, development and successful implementation of census operations and field activities within the boundaries of the ACO. Supervisory responsibilities include interviewing job candidates, evaluating employees and taking appropriate actions regarding hiring, promotion and reassignment

LEAD FIELD MANAGER (LCFM) - \$30.50/hour

As a Lead Census Field Manager, you will supervise Census Field Managers. In this role you will act as a facilitator to ensure work is evenly spread among the Census Field Managers while ensuring that completion of field work is done in a timely and cost-effective manner. You will work to assure that specific levels of quality and progress of field operations are being met through analysis of various reports and observation.

CENSUS FIELD MANAGER (CFM) - \$26.50/hour

As a Census Field Manager, you would be responsible for interviewing candidates for Census Field Supervisor positions and office support clerks. You would also provide group and individual training, monitor daily assignments and provide advice and guidance to staff. You will act as the main technical advisor on field operations in the ACO, answering inquiries from the Area Census Office Manager and Census Field Supervisors.

ADMINISTRATIVE MANAGER (AM) – \$26.50/hour

As an Administrative Manager, you will be responsible for supervising and managing the payroll, supply requests and other administrative activities. You will monitor the day-to-day selection, personnel and payroll activities while also reviewing completed work for accuracy and assuring that time schedules are met.

INFORMATION TECHNOLOGY MANAGER (ITM) - \$26.50/hour

As an Information Technology Manager, you will be responsible for leading all office and field automation efforts. In this role, you will evaluate, analyze and coordinate resources to efficiently support all ACO activities with available equipment. You will provide technical guidance and support to Managers at the ACO and train the ACO Office employees on software, hardware, and automation operations.

RECRUITING MANAGER (RM) - \$26.50/hour

As a Recruiting Manager, you will be responsible for the management and supervision of the recruitment of qualified applicants to fill ACO positions. You will prepare an ACO recruiting plan to ensure that staffing needs are met for all field and office positions. You will monitor the applicant pool to ensure that it contains sufficient numbers of qualified applicants to fill all field and office positions in all geographic areas of the ACO.

OFFICE OPERATIONS SUPERVISORS (OOSs) - \$21.50/hour

As an Office Operations Supervisor, you will be responsible for the supervision of the day-to-day activities of the office clerks supporting any one or more office operations such as payroll, recruiting or supply management. You will also maintain the flow and quality of completed work by monitoring work status and expediting production.

CLERKS - \$17.00/hour**ENUMERATOR/CENSUS TAKER - \$21.00/hour**