



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB POSTING

<b>POSITION:</b>	Accreditation Manager
<b>POSTING DATE:</b>	July 16, 2024
<b>CLOSING DATE:</b>	July 21, 2024 @ 5:00 pm (Eastern)
<b>JOB TYPE:</b>	Part-Time
<b>REPORTS TO:</b>	Chief of Police
<b>UNION AFFILIATION:</b>	None
<b>SALARY GRADE &amp; RANGE:</b>	D– Minimum Salary \$5,000/ Maximum Salary \$15,000

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## RESPONSIBILITIES

Duties include but are not limited to:

- Oversee completion of tasks for the accreditation process
  - Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities
  - Take the lead role while preparing the agency for mock and on-site assessments.
  - Write and review all new and revised policies to ensure compliance with standards.
  - Maintain a standard format for policy review and revision
  - Represent the department in conjunction with the Chief of Police or the Chief's designee at various meetings and conferences for accreditation, may serve on accreditation-related committees, and participates in accreditation-related training
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## MINIMUM REQUIREMENTS

- Knowledge of the New Jersey State Chief's Association accreditation process/procedure.
  - Must have extensive knowledge involving various compilations of accreditation requirements.
  - Knowledge of accreditation assessment procedure.
  - Ability to work from home and report to the department as needed and as approved by the Chief of Police.
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## SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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## HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable\\_Bridgewater-Township-Employee-Application\\_2023.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf)

To apply, submit a resume and fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on July 21, 2024. Please put "Accreditation Manager" in the subject line of the email.**

**AN EQUAL OPPORTUNITY EMPLOYER**