

# Notice of Vacancy

**Reference Number:** DOE-002-25

**Title:** Planning Associate 1 School/Education Programs

**Range/Title Code:** P26/72630

**Salary:** \$78,024.71 - \$111,000.80

**Position Number:** 012170

**Issue Date:** January 27, 2025

**Closing Date:** February 24, 2025

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Field Support and Services, Office of Charter and Renaissance Schools

## Description

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Under limited supervision of the Director, Office of Charter and Renaissance Schools, assists in analyzing, developing, and maintaining operating and grants-in-aid budgets for state, federal, and other funding sources; assists in analyzing management systems and financial controls; assists in developing education programming by conducting analyses and evaluation of educational programs, surveys, needs assessments, and program fiscal data related to state and federal formula and discretionary grant applications and allocations; and/or assists in monitoring all financial areas for school districts; performs mandated regulatory functions; and performs other related work as required.

## Requirements

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### Education

Graduation from an accredited college or university with a Master's degree in Public Administration, Educational Administration, Business Administration, Accounting, or a related field.

Note: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants may be substituted for the Master's degree.

## Experience

Three (3) years of professional experience in school business management/accounting or private sector budgeting, accounting, or auditing.

## Preferred Education/Experience

Knowledge of New Jersey Charter School statute and regulations; experience in audit program records or finances; knowledge of state and federal education fiscal law and regulations; knowledge of educational grants, budgets, audits, transportation, and facilities; proficiency in Microsoft Excel; and experience in financial software programs such as: CDK, MBOS, or SAP.

## Open to the Following

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In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website [info.csc.nj.gov/jobspec/72630.htm](http://info.csc.nj.gov/jobspec/72630.htm).

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

## Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

## **SAME Applicants**

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If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: [nj.gov/csc/same/overview/index.shtml](http://nj.gov/csc/same/overview/index.shtml), email: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov), or call the Civil Service Commission at (609)-292-4144, option 3.

## **EOE/AA Statement**

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The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.