

# Notice of Vacancy – Deadline Extension

**Reference Number:** DOE-122-23

**Title:** Executive Director

**Range/Title Code:** M98/90617

**Salary:** To be determined

**Position Number:** 011918

**Issue Date:** December 14, 2023

**Closing Date:** February 6, 2024

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

**Location:** Trenton, New Jersey

**Division:** Division of Finance and Business Services, Office of the Executive Directors

## Description

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Under the direction of the Assistant Commissioner, assist in all matters related to the Division as directed by the Assistant Commissioner. Serve as senior staff for the Department including taking the place of the Assistant Commissioner when needed and work collaboratively across divisions as the work dictates. Assist in the management of Division of Finance and Business Services staff and operations including assigning of work to staff, determining work priorities, and ensuring project completion.

Provide executive level administration of three offices within the Division of Finance and Business Services. Oversee the Office of Grants Management which aids the Local Education Agencies (LEAs), other agencies and the Department program offices through the establishment, implementation, and maintenance of systems to acquire, plan for, distribute, and manage federal and state grant funds in a fair and equitable manner. It supports initiatives that promote academic excellence, teacher and leader effectiveness, school innovation and choice, and accountability. The office is responsible for three broad functions in support of an efficient, effective, and accountable grants management system: (1) planning -- working collaboratively with program offices to design sub-grant programs that are consistent with the Department's goals and priorities; (2) sub-grant implementation -- supporting the implementation of individual grant projects to

promote educational success; and (3) oversight and compliance -- ensuring that the Department's grants management system, including the management of sub-grant programs, will satisfy federal and state requirements. Oversee the Office of School Facility Planning which works with districts to develop, plan, and finance the design of educational facilities. This office also ensures the review of local school district Long Range Facilities Plans for educational adequacy. Oversee the Office of School Facility Projects which reviews school facility projects for compliance with all statutes and regulations related to educational facilities, including management of project specifications to ensure they are consistent with the delivery of programs and services necessary to meet the Core Curriculum Standards. Be responsive to the public, the Legislature, and the government about grants and school facilities issues; and performs other related work as required and as assigned.

## Requirements

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### Education

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

### Experience

Ten (10) years of professional experience in a related field, four (4) years of which shall have been in a supervisory capacity.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

## Preferred Education/Experience

Experience with process improvement; experience with New Jersey state and federal grants; experience with New Jersey Administrative Code and School Facilities.

## 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 requirements listed above.

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](https://nj.gov/csc/same/overview/index.shtml), email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

## 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.