



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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| <b>POSTING #:</b><br>2025 - 041 - P | <b>ISSUE DATE:</b><br>March 7, 2025 | <b>CLOSING DATE:</b><br>April 7, 2025 |
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| <b>FUNCTIONAL TITLE:</b> Associate Director, Office of Supplier Development and Business Opportunities | <b>OPEN TO:</b> General Public                    |
| <b>CIVIL SERVICE TITLE:</b> Assistant Division Director  | <b>TITLE CODE:</b> 61048 <b>RANGE:</b> M98        |
| <b>DIVISION:</b> Office of Supplier Development and Business Opportunities                             | <b>WORKWEEK:</b> NL (35 hours)                    |
| <b>LOCATION:</b> 33 West State Street, Trenton, NJ   | <b>SALARY RANGE:</b> \$ 110,000.00 - \$140,000.00 |

### JOB DESCRIPTION

The Office of Supplier Development and Business Opportunities (SDBO) is directed by the State Chief Supplier Development Officer (CSDO). SDBO is responsible for monitoring the State's public contracting process for the purpose of compiling information on the awarding of contracts to certified business enterprises and developing strategies to increase capacity for State spending with certified business enterprises.

This Assistant Division Director position will serve as Assistant Director of the Office and second-in-command, under the direction of the Director/State Chief Supplier Development Officer (CSDO). Responsible for monitoring the State's public contracting process for the purpose of compiling information on the awarding of contracts to certified business enterprises and developing strategies (including policies) to increase capacity for State spending with certified business enterprises, the Assistant Division Director assists the Director / Chief Supplier Development Officer in executing all aspects of the mission of the Office. Assists with drafting and reviewing numerous types of submissions including policies and reports to the Governor and to the Legislature; in addition reports the Office's findings, including information on any disparities noted between the number and value of contracts awarded to certified business enterprises and the prevalence of these businesses in the marketplace. Works closely with staff of the Division of Purchase & Property, the Division of Property Management and Construction; statewide agency, department, and other procurement staff; stakeholders and vendors throughout the State of New Jersey to ensure Requests for Proposals (RFPs) and policies are written so that they encourage certified business enterprises to participate in the public contracting process. Assists in establishing and maintaining outreach efforts to certified business enterprises and providing education on the public contracting process and procurement opportunities. Reviews existing statutes and regulations surrounding the procurement process, identifies and recommends to revise or reform statutes and regulations to ensure equity regarding procurement opportunities. Monitors the certified vendor certification database to ensure the listings of qualified certified vendors are available to the appropriate State and public entities and the public; and conducting and attending meetings, procurement fairs and other outreach activities to explain supplier certification efforts and initiatives. Assists the Director / Chief Supplier Development Officer in working with Executive Branch departments and other procuring State entities to train and empower staff to increase opportunities for certified businesses and how to comply with all laws and regulations regarding statutory set-asides (e.g., SBE and DVOB). Must be able to manage staff within a dynamic, fast-paced, team-oriented work environment.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS:

#### **Education & Experience:**

Twelve (12) years of experience in administrative work involving personnel, fiscal, and general administrative activities in a large business or government organization, with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting, four (4) years of which shall have been in a supervisory or managerial capacity.

**OR**

Graduation from an accredited college or university with a Bachelor's degree and eight (8) years of professional experience as indicated above, four (4) years of which shall have been in a supervisory or managerial capacity. Thirty (30) semester hour credits are equal to one (1) year of experience.

**OR**

Graduation from an accredited college or university with a Master's degree in Public Administration, Public Policy, Business Administration, Economics, or a related field, and seven (7) years of professional experience as indicated above, four (4) years of which shall have been in a supervisory or managerial capacity.

**OR**

Graduation from an accredited college or university with a Juris Doctorate Degree, and six (6) years of professional experience as indicated above, four (4) years of which shall have been in a supervisory or managerial capacity.

### GENERAL INFORMATION

#### **Vacancy Notice:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

#### **SAME Applicants:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

#### **Veteran's Preference:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

#### **Foreign Degrees:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

#### **Residency:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.



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## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 7, 2025:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

**Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2025 - 041 - P Associate Director" in the Subject Line)**

**THIS POSTING IS AUTHORIZED BY:**

*Antoinette Sargent (nr)*

**Antoinette Sargent, Human Resource Officer**

*The State of New Jersey is an Equal Opportunity Employer*