



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-004-23

Title: Project Specialist
Range/Title Code: X98/60005
Salary: TBD
Position Number: 012133
Issue Date: January 17, 2023

Closing Date: February 14, 2023
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance & Business Services,
Office of Information Technology

Description:

Under the direction of a supervisor in the Office of Information Technology, plans, develops, implements, and coordinates New Jersey Department of Education programs; manages and oversees the daily administrative components of the programs; acts as liaison between different program offices, evaluates user requests, documents functional and non-functional requirements and works with developers to ensure that the systems meet the desired specifications; strategizes, implements, and maintains program initiatives that adhere to organizational objectives; oversees multiple projects in Salesforce and other technologies; designs and implements project plans to advance organization's information systems, works with Chief Information Officer to assign project activities to resources and monitors milestone and completion progress; and performs other related work as required.

Requirements:

Education: Bachelor's degree from an accredited college or university in Management, Computer Science, Fine Arts or Engineering.

Experience: Five (5) years of experience in program management activities including managing \$1M+ projects, requirement gathering, analysis, design, testing and supporting with emphasis on .Net/Java/Salesforce. Experience working with compliance data is a plus. Must possess excellent communication and presentation skills.

Preferred Experience: Experience with Agile development, document application specifications and solutions to satisfy project requirements; lead design sessions, identify and implement appropriate testing strategies; ability to identify gaps between current and desired states.

Open to the Following:

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.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

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.