

# Notice of Vacancy

**Reference Number:** DOE-027-24

**Title:** School Facilities Project Reviewer (Government Representative 2)

**Range/Title Code:** X98/55013

**Salary:** To be determined

**Position Number:** 012052

**Issue Date:** April 10, 2024

**Closing Date:** June 12, 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 School Facility Projects

## Description

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Under general direction of the Director, Office of School Facility Projects, or other supervisory official in the Office of School Facility Projects, interacts and coordinates with staff in the areas related to the financing, planning, and design of educational facilities. Performs the review of school facilities and other capital projects including local school district specifications and plans for educational adequacy, consistent with the delivery of programs and services necessary to meet the New Jersey Student Learning Standards. Performs the review and approval for long-range facilities plans, school facilities projects, and other local agencies and groups or individuals regarding school facilities issues. Conducts research, analyzes information, and develops written documentation required; performs other related work as required.

## Requirements

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### Education

Graduation from an accredited college or university with a Bachelor's degree in Education, Architecture, Engineering, Construction Management, Business Administration, or a related field.

## Experience

Four (4) years of experience in evaluating school facilities design and construction and implementing guidelines for improving the learning environment.

## Preferred Education/Experience

Knowledge and experience with the process and procedures necessary for the submissions, review and approval of School Facilities and Other Capital Projects, including but not limited to: Long Range Facilities Plans, Educational Specifications, schematic and final drawings, cost estimates, land acquisition, etc.

## 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](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.