



POSTING NUMBER: HR23-0171

ISSUE DATE: 9/13/2023

TITLE: Government Representative 2 (Unclassified)

CLOSING DATE: 9/27/2023

DIVISION / OFFICE / UNIT: Local Government Services

LOCATION: 101 South Broad Street

SALARY RANGE: TBD

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Procurement Specialist for the Division of Local Government Services (DLGS) that will assist all local contracting units with technical assistance on local public contracts law and public-school contracts law and all related procurement laws. Administers the cooperative purchasing system registrations and modifications. Handles requests for competitive contracting, prequalification regulation and other DLGS required purchasing approvals. Makes presentations on procurement topics to various purchasing associations and the League of Municipalities. Assists in reviewing legislation and in writing DLGS guidance. Qualified Purchasing Agent certification preferable. Must possess strong written and oral communication skills.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Working knowledge of Local Public Contracts Law, Public School Contracts Law and experience working in purchasing area. A Qualified Purchasing Agent (QPA) certification is preferable. Knowledge of cooperative purchasing system. Ability to exercise enforcement responsibilities of the Division pursuant to law. Knowledge and ability to conduct a review of existing cooperative purchasing systems memberships and commodities to insure conformity with the rules. Ability to, investigate, make corrections, and communicate with system lead agents regarding any necessary changes.

SPECIAL TRAINING: QPA certification is preferable.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

ADDITIONAL NOTES: SAME APPLICANTS: If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR23-0171
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer