



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023-153-P	ISSUE DATE: November 17, 2023	CLOSING DATE: December 15, 2023
---------------------------------	---	---

TITLE: Deputy Executive Director	OPEN TO: General Public
FUNCTIONAL TITLE: Contracting Officer	TITLE CODE: 10077 RANGE: M98
DIVISION: Property Management & Construction	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, NJ 08608	SALARY: \$160,000.00

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction, Office of Contract Administration is seeking a Deputy Executive Director to function as the Deputy Director of Contract Administration.

The Deputy Director supervises, manages, and directs the operations and performance of the Office of Contract Administration including the following groups: Contracts and Procurement, Contract Compliance, Project Planning & Initiation, Consultant Prequalification and Contractor Classification. These units provide contract support and technical services for the Division's design and construction procurements at state-owned facilities and other state and local agencies. The Deputy Director acts as the Contracting Officer, has approval and signature authority for all design and construction advertisements, procurements and contracts including energy savings procurements and agreements. This involves ensuring contracts and energy saving procurements are completed in accordance with current statutes, regulations, policies and procedures, and negotiating contracts, agreements, contract amendments and the resolution of design and construction claims and appeals as necessary. This position is responsible for supervising the development and implementation of new contract requirements recently signed into law. Directs Division Project Management personnel and state using agencies in determining the most appropriate procurement method for design and construction projects including emergency responses, supervising the development of special contract and service delivery processes and methods, and reviews and approves Waivers of Advertising for emergency and sole source procurements. Oversees the planning & coordination of the selection process for major design & ESIP contracts and negotiation of fees for scope of services. Supervises and oversees contract procurement, service delivery and project management processes to ensure design and construction services are delivered to state client agencies in accordance with state statutes, regulations, policies and procedures. Performs other duties as required.

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.

POSITION REQUIREMENTS

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

Experience: Six (6) years of managerial experience in public administration.

Note: Preference will be given to candidates who possess the necessary years of experience specifically in design or construction contracting or procurement programs in an administrative or legal 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 experience.

License: Appointees 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 the essential duties of the position.



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

IMPORTANT NOTES

SAME Applicants:

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 or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

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>.

Foreign Degrees:

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.

Residency:

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>.

Work Authorization:

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.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **December 15, 2023:**

- 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

(Please list the "2023- 153 - P - Deputy Director" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer