



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ERIN ZIPPEL
Chief Administrative Officer

September 24, 2024
NOTICE OF JOB VACANCY
#24-370

An opportunity currently exists in the senior executive service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Senior Executive Service
(Director, Information Technology Section)

SALARY: \$172,500.00

LOCATION: [Division of Administration](#)
Information Technology Section
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Deputy Chief Administrative Officer in the Department of Law and Public Safety, Division of Administration, manages and directs all aspects of the Department's Information Technology program, including desktop support, application development, network and server administration, database administration, security operations, project/portfolio management, telecommunications, and cloud operations. The Director of IT formulates the Department's technology vision, strategy, goals, and objectives while regularly meeting with Department senior management and management from other Divisions and Offices to ensure technology meets rapidly evolving business needs and requirements. The Director of IT manages, revises, and directs the execution of the Department's technology budget; oversees the selection and management of contractors and vendors; and supports the Budget and Fiscal units in the Division of Administration in strategic planning and procurement activities. The Director of IT develops and directs the implementation of policies, procedures, and standards; retains, develops, supervises, and hires staff to the IT unit; serves as an expert advisor to senior management on technology matters; provides appropriate levels of management with guidance/support on a variety of administrative and operational matters; performs other related duties. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liason, development of subordinates and organizational awareness are required.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants with the following education: JD or a BS in Computer Science, Management, Business Administration, or a related field; and with advanced training, experience, or certifications in project management (PMP, CAPM); and/or IT service management (ITSM) techniques. Preference will also be given to candidates with seven (7) years of progressively responsible supervisory/managerial experience and demonstrated experience with large, highly complex projects.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program 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.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-370, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit) to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **October 15, 2024**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

