



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2025 - 031 - P | ISSUE DATE: March 3, 2025 | CLOSING DATE: April 3, 2025 |
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| TITLE: Deputy Executive Director | OPEN TO: General Public |
| DIVISION: Property Management and Construction | TITLE CODE: 10077 RANGE: M98 |
| UNIT: Office of Property Management | WORKWEEK: NL (35 hours) |
| LOCATION: 33 West State Street, Trenton, NJ | SALARY RANGE: \$184,000.00 |

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction (DPMC) is seeking a Deputy Executive Director. The incumbent will be responsible for the following:

- Oversees and supervises the management of the Office of Lease Procurement and Disposition, which duties include lease negotiations, the supervision of negotiations of all lease negotiators, preparation and supervision of all lease related legal documentation including leases, lease amendments, estoppels, troubleshooting problem leases and lease projects, evaluating and addressing bid challenges, preparation and supervision of the creation of lease negotiation packages and the presentation of those lease packages to the State Leasing and Space Utilization committee. Oversees and supervises the Lease Escalation unit which is responsible for administering millions of dollars in escalation claims submitted by landlords of State leased facilities.
- Oversees and supervises the management of the Office of Building Management and Operations which includes the day to day management and operations of 34 State office buildings and other facilities throughout the State. Must develop and maintain these facilities, ensuring safety and that they are in compliance with all laws and codes, creating and following both short and long-term maintenance plans including all budgeting for the same and developing policies and procedures to ensure the safe, secure and efficient operation of these facilities.
- Oversees and supervises the Bureau of Special Services which includes warehouse operations, provision of ADA work accommodations for all State agencies, coordination of office moves in conjunction with agencies, oversight of the Fire Safety Program and inspections which include semi-annual fire drills, sprinkler inspections, emergency lighting, and all aspects of fire safety. Oversight of health and safety standards in owned and leased facilities, which include testing, asbestos abatement and emergency clean up.
- Oversees and supervises the management of the Office of Lease Development and Compliance which administers the oversight of all the leased space to all State departments. Coordinates the most cost-effective acquisition, disposal and leasing activities to ensure adequate space for State agencies to operate programs and conduct business under the Division's jurisdiction including the provision of space for agency operations, common areas in consolidated facilities, special requirements, sanitary facilities, parking, and maintenance of appropriate environmental conditions in leased facilities.
- Participates in the evaluation of alternative courses of action with respect to leasing, lease-purchase and the outright purchase of real estate property to satisfy space requirements of user agencies at minimum cost to the State. Engage municipal and county governments and economic development agencies regarding joint projects concerning space. Undertakes market analyses and cost effectiveness studies to maximize the benefit of real property assets and leases to the State while minimizing costs; monitors and evaluates landlord performance with respect to lease renewals, space reassignment or termination of space use. Supervises the development of cost accounting records for owned and leased buildings. Prepares and supervises the organization of accurate and comprehensive reports.
- Oversees and supervises the Security Services Unit which analyzes security risks in buildings managed by DPMC. Oversee and manage the supervision of employee parking within the Capitol Complex area.

Job Description Continued on next page



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Job Description Continued

- Reviews and analyzes legal issues related to the Office of Property Management and interfaces with the Attorney General's Office concerning legal matters.
- In conjunction with the Director, Division of Property Management & Construction, receives and develops DPMC's long and short term goals and objectives. Works with direct reports and/or independently and successfully achieves those work items.
- Assists with the preparation of new regulations relating to public access in both State owned and leased buildings. Handles special projects as needed; performs other related duties.

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: 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: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

GENERAL INFORMATION

Vacancy Notice: This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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, 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, OPT, or H1B visas are not eligible for employment.



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INSTRUCTIONS TO APPLY

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

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 3, 2025:

- 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 "2025-031-P Deputy Executive Director (DPMC)" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer