



New Jersey Office of Information Technology

## **NOTICE OF JOB VACANCY**

ISSUE DATE: January 26, 2023

CLOSING DATE: February 9, 2023

POSTING OPEN TO:    ☐ OIT EMPLOYEES IN UNIT SCOPE(S):  
                             ☐ STATEWIDE (STATE EMPLOYEES ONLY):  
                             ☒ GENERAL PUBLIC

TITLE: Assistant Division Director

POSTING # 2023-019

FUNCTIONAL TITLE: Director of Telecommunications

TITLE CODE: 61048

NUMBER OF POSITIONS: 1

SALARY: &98-Commensurate with Experience

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

LOCATION: NJ Office of Information Technology  
            Network Operations Directorate  
            Telecommunications  
            200 Riverview Plaza  
            Trenton, NJ 08625

***If you previously applied to posting #2022-165, there is no need to apply to this posting***

***The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.***

**DESCRIPTION OF THE SPECIFIC POSITION:** Directs all aspects of the Telecommunications unit including VOIP, Legacy Voice Services, Circuit Provisioning, Landline, Network Provisioning, Wireless, Contracts and Billing. Responsible for setting vision and execution of that vision as it relates to telecommunications within the Executive Branch of the State of New Jersey.

**DEFINITION:** Under direction of a division director or deputy director, or other higher level supervisory official, directs the staff and activities of an operational unit responsible for providing either general administrative or fiscal management activities, program policy and planning services, or varied social, medical, assistance, health care, and other services to a specific client population; does other related work.

### **REQUIREMENTS:**

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

**EXPERIENCE:** Six (6) years of experience in a public or private organization managing teams supporting telecommunications or Network services demonstrating Operational, Managerial, Budget & Planning activities, three (3) years of which shall have been in a supervisory capacity.

**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.

**FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT a background inquiry will be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**Electronic Filing:** Applicants are encouraged to file electronically. Forward **your NJ Application for Employment, resume, cover letter, and unofficial transcript OR foreign degree evaluation to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) Include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your NJ Application for Employment, resume, cover letter and unofficial transcript OR foreign degree evaluation (including posting #2023-019)** to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212

Authorized by: \_\_\_\_\_



Lisa Blauer, Chief of Staff