



**Director**  
**Procurement Division**  
**New Jersey Office of the State Comptroller**

**Unclassified Division Director**  
**Salary Range: X98 - \$145,000-165,000**  
**Eligible for remote work 2 days per week**

**Opening Date: January 6, 2025 | Closing Date: January 24, 2025**  
**Posting # 01-25**

**About the Office:**

The Office of the State Comptroller (OSC) is an independent state agency that oversees the Executive Branch of state government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

**About the Division:**

The Procurement Division reviews and investigates the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education to ensure compliance with applicable law, regulation and procurement standards. The Division also serves as subject matter expert for OSC's other Divisions, consulting and advising on investigations, audits, and other high priority issues. The Division issues public reports and letters regarding irregular or illegal procurement practices as needed.

**About the Role:**

OSC seeks an experienced legal professional with significant expertise in public contracting at the municipal, state, or federal level to serve as Director of the Procurement Division. This individual will oversee the attorneys and other staff in the Division and take the lead on projects of significant importance to OSC and the State.

**Responsibilities:**

- Lead and manage the operations of the Procurement Division, fostering a professional, collegial, and innovative work environment.
- Provide expert legal and technical guidance to contracting units on procurement processes, ensuring compliance with applicable laws, regulations, and best practices.
- Oversee and review the written work product of staff attorneys, including letters, alerts, training materials, and correspondence, ensuring high-quality and timely deliverables.
- Investigate complex procurement issues, liaising with contracting units and state agencies to resolve legal and technical challenges and ensure compliance with statutory requirements.
- Lead a team of staff attorneys in evaluating procurement documents, identifying issues, correcting errors, and recommending improved contracting practices.
- Develop and maintain a comprehensive guidance bank for staff attorneys to support consistent and compliant procurement processes across the division.
- Provide legal advice and guidance to the audit and investigations divisions on procurement-related matters and contribute to audit and investigation processes as needed.
- Draft detailed analyses, findings, and recommendations for contracting units to address procurement compliance and enhance operational effectiveness.

- Represent the Procurement Division at procurement-related forums, conferences, and events, developing and delivering training and presentation materials as needed.
- Develop public letters, reports, and guidance topics that address key procurement issues and promote compliance and efficiency in government contracting.

**Requirements:**

- Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.
- Membership in the New Jersey Bar in good standing.
- Ten years minimum experience conducting legal research, analyzing and evaluating legal documents, rules and/or legislation, or the review and analysis of regulatory matters in a government agency; two years of which shall have been in a supervisory capacity.
- Five years minimum legal experience in the area of government contracting or compliance, either at the municipal, state, or federal level.

**The ideal candidate will have the following skills and experience:**

- Excellent verbal and written communication skills.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- Adept at multi-tasking, handling multiple projects, and prioritizing competing deadlines.
- Ability to work both independently and as a member of a team.
- Experience supervising legal professionals or administrative staff.

**Interested candidates should submit a cover letter, resume, writing sample and three references to:**

Shama Nix  
Office of the State Comptroller  
P.O. Box 024  
Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - 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.**

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*

**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. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.**