



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.:** 27-2023

**TITLE:** Administrative Analyst 4,  
Procurement

**SALARY:** \$83,619.58 – \$119,250.94

**WORKWEEK:** 35 hours (NL)

**EXISTING VACANCIES:** One (1)

**OPENING DATE:** March 27, 2023

**CLOSING DATE:** April 17, 2023

**DIVISION/LOCATION:** Office of Budget  
& Finance

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**\*The Board of Public Utilities is a great place to work\***

You will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under general supervision of the Chief Fiscal Officer (CFO) or other supervisory position, is responsible for analyzing procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does related work as required.

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### **WORK RESPONSIBILITIES**

- Supervises employee procurement work operations.
- Procure various services through RFPs, RFQs, DPAs, and Memberships in accordance with State regulations and procedures. Ensure BPU's compliance with the procurement regulations of the New Jersey Department of the Treasury.
- Serve as lead to committees charged with reviewing and evaluating proposals received in response to procurement initiatives and develop analyses and reports justifying recommendations. Work with various operational units within the agency to develop scope of work requirements for procurement initiatives based upon needs, best practices, and budget.
- Determine appropriate method of procurement, in compliance with relevant statutes, laws, regulations, and policies, and work with division staff to obtain all approvals required. Reviews purchasing documents according to policies and procedures.

- Research procurements using NJSTART from other states, agencies, and entities to identify gold-standard procurement methods and strategies; serve as subject matter expert on procurement initiatives in response to division or senior staff inquiries.
- Provide ongoing reporting of procurement activity, including current and proposed procurements by division.
- Analyzes methods used in high impact procurement and determines the most effective purchasing methods.
- Support preparation of annual State Budget input as needed, including estimates of procurement activity by division; identify new funding needs to support budget requests.
- Prepares clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.

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### **REQUIREMENTS**

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

**EXPERIENCE:** Four (4) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

**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.

**NOTE:** A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**OPEN TO THE FOLLOWING:** Open to State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

**WORK AUTHORIZATION:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships

Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*