



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Issue Date: March 5, 2019

Title: Education Program Development Specialist 1 (School Facilities Design and Construction)

(Positions Available - TBD)

Reference Number: DOE-006-19

Position Number: TBD

Bargaining Unit/Range: P 26

Salary: \$67,290.04 - \$95,729.23

Location: Trenton, New Jersey

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Division: Division of Finance, Office of School Facility Projects

Description:

Under direction of the Director of the Office of School Facility Projects, assists in the design, production, and delivery of curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; under supervision, performs work of a difficult nature in the monitoring and evaluation of education programs in school districts statewide. Performs the review of school facilities and other capital projects including local school district specifications and plans for educational adequacy, consistent with the delivery of programs and services necessary to meet the Core Curriculum Standards. Performs the review and approval for long-range facilities plans, school facilities projects, and other local agencies and other groups or individuals regarding school facilities issues. Conducts research, analyzes information and develops written documentation required to implement the EFCFA; does other related duties.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education, Architecture, Engineering, Construction Management, Business Administration, or a related field.

Note: Graduation from an accredited college or university with a Master's degree AND possession of a New Jersey educational certificate issued by the State Board of Examiners and/or other professional endorsement in School Administration may be substituted for the above education.

Experience: Three (3) years of experience in evaluating school facilities design and construction and implementing guidelines for improving the learning environment. Knowledge and experience with the process and procedures necessary for the submissions, review and approval of School Facilities and Other Capital Projects, including but not limited to: Long Range Facilities Plans, Educational Specifications, schematic and final drawings, cost estimates, land acquisition, etc. is preferred. Knowledge and experience with NJSA 18A:7G, the "Educational Facilities Construction and Financing Act" (EFCFA), NJAC 6A:26 and other applicable laws is preferred.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

<https://info.csc.state.nj.us/jobspec/70339S.htm>

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

Forward Resumes To:

Personnel Manager

New Jersey State Department of Education

Reference #: DOE-006-19

PO Box 500

Trenton, NJ 08625-0500

Resumes may be e-mailed to: resume3@doe.nj.gov

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.