



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: June 26, 2024

CLOSING DATE: July 11, 2024

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

TITLE: Assistant Division Director

POSTING # 2024-075

FUNCTIONAL TITLE: Assistant Director, Financial Management

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  
          Financial Management  
          300 Riverview Plaza  
          Trenton, NJ 08625

*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:** Oversee and administer the agency IT procurement review process for the Office of Information Technology. Directs contract management compliance for IT hardware, IT software, cloud, IT research and advisory services, and Cost Allocation contracts. Oversees the coordination of Accounts Payable and the processing of purchase orders and requisitions in accordance with procurement regulations, executive orders and state laws. Directs the external procurement review process, which includes that all IT procurements made by the Executive Branch are in compliance with State procurement regulation. Preference will be given to candidates with experience in State Contract management, accounts payable, internal procurement and/or external procurement.

**DEFINITION:** Under direction of the Director of Financial Management, the Assistant Director will assist with the management of State Contract management, accounts payable, internal procurement and external procurement.

### **REQUIREMENTS:**

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

**EXPERIENCE:** Six (6) years of experience in management of State Contract management, accounts payable, internal procurement and external procurement, three (3) years of which shall have involved management responsibilities for budget/fiscal affairs.

**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. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

**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>

**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 by the closing date indicated above. 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.

**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>

<p><b><u>Electronic Filing:</u></b> Applicants are encouraged to file electronically. Forward <b>your NJ Application for Employment, resume, cover letter, and unofficial transcript OR foreign degree evaluation</b> to <a href="mailto:recruiter4@tech.nj.gov">recruiter4@tech.nj.gov</a> <b>Include the posting number in the subject line.</b></p>	<p><b><u>Alternate Filing:</u></b> If unable to file electronically, applicants may forward <b>your NJ Application for Employment, resume, cover letter and unofficial transcript OR foreign degree evaluation (including posting #2024-075)</b> to:</p> <p>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</p>
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Authorized by:   
Lisa Blauer, Chief of Staff