



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2022-021- R	ISSUE DATE: July 27, 2022	CLOSING DATE: August 10, 2022
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TITLE: Building Management Services Specialist 1	OPEN TO State Wide (all Departments/State Employees)
DIVISION: Revenue & Enterprise Services (DORES)	TITLE CODE: 52572 RANGE: P18
UNIT: Interdepartmental Security Unit	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, 5th floor, Trenton, NJ	SALARY RANGE: \$50,737.29 - \$71,553.48

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue & Enterprise Services, and Interdepartmental Security Unit is seeking a Building Management Services Specialist 1. The position will take lead in the management of maps and various floor plans utilizing a Computer Aided Design and Drafting (CADD) system. The position will utilize a technical knowledge of PC, networking, servers and other devices needed to run access control and surveillance devices; design, plan, coordinate, and configures the installation, renovations and repairs of managed security systems; oversees private vendors assuring that all phases of work comply with governing contracts and rules associated with building security services and construction codes as needed to deliver security systems in compliance with existing rules; assist in providing effective maintenance and readiness of security perimeter and interior devices and contracted alarm monitoring providers are configured and tested as needed to protect personnel and building infrastructure and exterior grounds.

The position will work with Tenants, Facility Management, Landlords, Agencies, Vendors and State Police providing technical support for users of Access Controls and surveillance Systems are sustained. Will also participate in the 24/7 ISU hotline activities, dispatching appropriate resources needed to resolve technical security issues.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Experience: One (1) year of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, special building service programs, security, or a related field.

Note: Applicants who do not possess the required education may substitute experience as indicated above 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, or closely related area may be substituted for one (1) year of the experience.



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IMPORTANT NOTES

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 10, 2022:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2022-021-R – Building Management SS1" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer