



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 080 - S	ISSUE DATE: June 6, 2024	CLOSING DATE: June 20, 2024
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TITLE: Building Management Services Specialist 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Property Management & Construction	TITLE CODE: 52576 RANGE: R24
UNIT: Security Services Unit	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$ 68,806.17 - \$97,679.61

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction, Security Services Unit is seeking a Building Management Services Specialist 3. Under the general supervision of a Building Management Services Specialist 4 or other supervisory officer in a state department, the Building Management Services Specialist 3 will design, plan, manage, coordinate and configure various installations and renovations of state-wide security systems; review, monitor and manage the access control, video surveillance and Intrusion Detection Systems; perform comprehensive analysis of the systems and provide recommendations for improvement; oversee private vendors and assure that all phases of work adhere to the governing contract; provide and manage field technician services. The services include computer, access control, intrusion detection and video surveillance devices that are located in various multi-agency offices and deployed throughout the state; supervise professional staff who are engaged in the review, evaluation and overall support for various state agencies; plans, schedules, and evaluates assigned employees; reviews and provide employee feedback; respond to employee's Human Resource and career questions and provide training and guidance; ensure the effective operation of the various computers, IT topography, software and security related devices; analyze data and offer suggestions that will increase efficiency; provide project management, conduct meetings and offer advanced critical support for various security related systems; review and troubleshoot product installations and provide progress reports when needed; create and provide appropriate training to the end-user, and other related duties.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The 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.



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POSITION REQUIREMENTS

Education & Experience:

Seven (7) years of professional 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, and/or special building service programs, security, or a related field.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Public Administration, Business Administration, or closely related field; and two (2) years of the above-mentioned professional experience.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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 June 20, 2024

- 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 "2024- 080 - S Building Management SS3" 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

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Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer