



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 107 - S	ISSUE DATE: August 1, 2024	CLOSING DATE: August 29, 2024
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TITLE: Supervisor Information Technology	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 61454 RANGE: R31
UNIT: Solutions Delivery-Windows Administration	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, New Jersey	SALARY RANGE: \$ 98,268.16- \$140,353.06

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Revenue & Enterprise Services (DORES) is seeking a Supervisor Information Technology within their Solutions Delivery-Windows Administration Unit. This self-motivated individual will lead the DORES Windows Application Administration Unit for Microsoft Windows Server 2012 and beyond as well as Active Directory, Domain Name Server (DNS), Office 365 and Microsoft System Center Configuration Server (SCCM) and Windows Update Server (WUS). This position will manage, coordinate, and prioritize the unit's work and projects; promote the effective use of technology in meeting programmatic goals of the Department; develop; maintain a cohesive, coordinated, and standardized technical environment; maximize current and future investment in information processing technologies through the implementation of department-wide solutions and centralization of resources. Additional duties include consulting and coordinating with other DORES' unit managers and their staff for their project needs in relation to the group as well as providing technical knowledge and advice to them and the Windows Application Administration Unit pertaining to Microsoft Windows Server 2012 and beyond as well as Active Directory, Domain Name Server (DNS), Office 365 and Microsoft System Center Configuration Server (SCCM) and Windows Update Server (WUS). **The ideal candidate will have experience with Windows Servers.**

Duties may include but are not limited to:

- Under general supervision, organizes, and directs all activities in the Windows Unit, including support of Active Directory, Windows Servers, Office 365, etc.
- Determines organizational goals and sets strategic direction for the Windows Unit, including establishing technical directions and standards.
- Develops, implements and enforces system standards and procedures related to the Windows Unit
- Supervises and coordinates the work operations and/or programs for the Windows Unit
- Plans and organizes the work for the unit.
- Assigns, manages, and monitors projects for the Windows Unit.
- Regularly updates the Senior Management with status reports.
- Identifies areas for improvement and suggests innovative ideas and recommendations for the operation of the unit.
- Determine staffing needs based on unit goals and direction
- Recommends personnel actions of hiring, terminations, promotion, demotion and/or discipline of employees for the Windows Unit
- Assess training needs based on skill gap analysis for the unit
- Analyze and present technical, statistical, and financial data

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:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Nine (9) years of professional experience in an Information Technology Operational Support unit for a large public or private information processing facility, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

OR

Possession of a master's degree in information technology or related studies; and four (4) years of the above-mentioned professional experience including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

Note:

Thirty (30) semester hour credits in Information Technology may be substituted for one (1) year of experience.

Note:

Evidence of formal training received from or evaluated by an accredited institution of higher learning may be submitted with your application. Applicants must provide documentation from the accredited institution that clearly outlines the training course(s) that are acceptable and the corresponding number of credit hours for the training to be accepted. In-house courses (such as training provided on the job or through the appointing authority) will not be accepted.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 29, 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 "2024-107-S IT Supervisor Windows" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer