



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 025 - R	ISSUE DATE: April 24, 2023	CLOSING DATE: June 5, 2023
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TITLE: Property Management Services Specialist 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Property Management and Construction	TITLE CODE: 52602 RANGE: P 18
UNIT: Lease Procurement and Dispositions Unit	WORKWEEK: NE (35 hours)
LOCATION: 20 West State Street, Trenton, New Jersey	SALARY RANGE: \$ 50,737.29 - \$71,553.48

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Property Management and Construction seeks a Property Management Services Specialist 1 to work in the Lease Procurement and Disposition Unit. The Lease Procurement and Disposition Unit ensures the creation, maintenance, and disposition of State leased facilities for all State agencies in a cost-effective manner so that they can provide services to the residents of New Jersey. The goal of this unit is to further the strategies outlined in the State Leasing Master Plan and to convert month-to-month leases into term leases in accordance with the Division’s planning strategies. The incumbent must have experience and knowledge regarding office leases, contract negotiations, and public procurement and possess strong written and verbal communication skills. The incumbent will be expected to independently manage a portfolio of office leases for the State. The incumbent will conduct public procurements for new office leases recommending the award of the most cost-effective lease proposal, all in compliance with the State’s regulatory and administrative requirements. To make such an award recommendation, the incumbent will prepare and evaluate financial data to determine cost-effectiveness and be able to compare financial proposals from competing bidders. In addition, the incumbent will renegotiate the terms and conditions of existing leased properties so as to realize cost savings for the State. The incumbent will be required to communicate with real estate brokers, landlords, attorneys for the State as well as representatives of State agencies. The incumbent also needs to have experience reviewing and drafting legal documents relating to office leases, including but not limited to: leases, amendments, estoppels, subordination, non-disturbance, attornment agreements, estoppels, and clarification of lease terms.

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.

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.

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: One (1) year of technical support experience in work involving real estate acquisition, financing, appraising, negotiation, property management, building operation, contract/grant administration, construction management services or a related field.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

License: Appointee 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 essential duties of the position.



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IMPORTANT NOTES

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: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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 5, 2023:

- 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 "2023-025 - R - PMSS 1" 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 (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer