



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

|                                                                |                                            |                                       |
|----------------------------------------------------------------|--------------------------------------------|---------------------------------------|
| <b>POSTING #:</b><br>2023 - 074- P                             | <b>ISSUE DATE:</b><br>May 16, 2023         | <b>CLOSING DATE:</b><br>July 17, 2023 |
| <b>TITLE:</b> Government Representative 1                      | <b>OPEN TO:</b> General Public             |                                       |
| <b>FUNCTIONAL TITLE:</b> Manager of Contracts and Procurements | <b>RANGE:</b> X98- 55512                   | <b>WORKWEEK:</b> NL (35 hours)        |
| <b>DIVISION:</b> Pensions & Benefits                           | <b>SALARY:</b> \$96,099.57 - \$137, 348.82 |                                       |
| <b>LOCATION:</b> 50 W State Street, Trenton, NJ                |                                            |                                       |

### JOB DESCRIPTION

The Division of Pensions & Benefits seeks to hire a Manager of Contracts and Procurements. Under the direction of the Deputy Director, is responsible for negotiating, drafting, overseeing the implementation of, and ensuring compliance of the Division's procurements and contracts. Works closely with Division State Contract Managers, the Division of Purchase and Property and Attorney General's Office on the development of bid solicitations and other procurement proposals. Prepare annual and ongoing reviews of contracts from pre-authorization and contract language development through final contract execution and any amendments. Develop contract language to ensure contractor compliance with state and federal regulations. Monitor contracts for compliance within contract requirements, evaluates effectiveness of contracted services, and provides consultation and subject matter expertise to Division Contract Managers. Coordinate with staff on reviews of contract documents and with fiscal staff on review of budgets, financial reports, budget revisions and audits. Develop solicitation documents including scope, request for proposals, technical and functional specifications/statements of work, qualifications, award criteria, terms and conditions, bidding schedules, quality assurance and all necessary documents according to the Division of Purchase and Property. Review and analyze the impact of new/revised legislation and regulations on contract operations and prepare reports with recommendations. Oversee the activities of consultants, contract managers or other staff involved in the contract process. Direct, coordinate and review the work plan for assigned procurement and contracting staff. Assign work activities and projects, monitor workflow, review and evaluate work products and meet with staff to identify and resolve problems. Oversee contract close-out activities including final invoice payments, compliance inspections and audits. Prepare clear, technically sound and informative reports concerning contract proposals. This includes findings, conclusion and recommendations. Act as liaison between the Division and the various vendors to negotiate contracts and ensures contractual expectations are being met. Audits existing contracts and oversees all contract modifications. Performs 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.

### POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Experience:** Six (6) years of managerial experience in knowledge of applicable procurement bidding requirements for awarding state contracts; knowledge of the legal and administrative requirements of contract agreements; ability to interpret the intent and impact of legislation affecting the guidelines, rules, and regulations on contract policies and procedures; ability to read and interpret information on the federal and state laws appropriate to the organization, and to effectively disseminate this information through concise written guidelines and directives.
- Note:** Preference will be given to candidates with degrees in Public Administration, Finance, Business, or a related field.
- Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.



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### IMPORTANT NOTES

**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.

**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](mailto: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>.

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**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 **July 17, 2023**:

- Cover letter/Letter of interest
- Resume
- Proof of degree

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the **"2023-074-P Manager of Contracts and Procurements"** 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*