NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 125 - S	October 2, 2026	December 3, 2026

TITLE: State Procurement Specialist 3	**OPEN TO:** State Wide (all Departments/State Employees)
DIVISION: Purchase and Property	**TITLE CODE:** 52628 **RANGE:** P26
UNIT: Professional Services	**WORKWEEK:** 3E (35 hours)
LOCATION: 33 West State Street, 8th Floor, Trenton, NJ	**SALARY RANGE:** $83,582.01 - $122,831.91

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Purchase and Property (DPP) is seeking a State Procurement Specialist 3. Under the general supervision of a Supervising State Procurement Specialist or other supervisory official in the DPP, the state's central procurement authority, functions as a lead worker providing guidance to lower-level State Procurement Specialists. The incumbent will be responsible for the following duties:

- Performs specialized work of a highly complex and technical nature in the procurement of goods and services.
- Prepares bid solicitations for public advertising and awards contracts for essential products and services in a centralized and computerized environment for executive branch departments and agencies, state authorities, independent institutions of higher education, school districts, and local governments to meet their objectives in accordance with federal and state statutes, regulations, and executive orders.
- Serves as lead procurement specialist to ensure the timely and accurate completion of assigned contract-related work by assigned procurement specialists. Provides accurate and timely input to Procurement Supervisor or Assistant Director in the performance assessment rating of assigned procurement specialists.
- Maintains complex term contracts for the Professional Services Unit. This shall include the scheduling, reviewing, evaluation and awarding of contracts. Procurement Leads shall have 85% of their contract awards shall be upheld.
- Maintain current knowledge of industry information for assigned commodities/services and contracts.
- Maintain a customer service orientation.
- Post and maintain documents on the internet. Check the quality and accuracy of each RFP document, Notice of Awards, amendment, price list, etc. before and after posting to the web. All documents must comply with all DPP Operating Procedures, be easily understood and be grammatically and syntactically correct. Update documents as required.
- Performs other related duties as needed.

NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

JOB DESCRIPTION CONTIUNED

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

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.

Seven (7) years of professional experience in the procurement of goods and/or services including contract development and administration.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) 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.

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.

NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

GENERAL INFORMATION

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

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 and must be included in your application submission by the closing date.

Residency: In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: https://nj.gov/labor/lwdhome/njfirst/NJFirst.html.

Work Authorization: Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 December 3, 2026:

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

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026–125–S State Procurement Specialist 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer