NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 146 - P	November 23, 2026	December 8, 2026

TITLE: Government Representative 1	**OPEN TO:** General Public
FUNCTIONAL TITLE: Director of Administration	**TITLE CODE:** 55512
DIVISION: New Jersey Innovation Authority	**RANGE:** X98
UNIT: New Jersey Innovation Authority	**WORKWEEK:** NL (35 hours)
LOCATION: 1 West State Street, Trenton, NJ 08608	**SALARY RANGE:** $167,000.00

JOB DESCRIPTION

The New Jersey Innovation Authority (NJIA) is looking for diverse and experienced team members to deploy world-class innovative and digital services that solve pressing public interest challenges for the people of New Jersey. Our work spans numerous issues and policy areas and is focused on making an impact in the lives of the New Jerseyans that we serve. Our work has resulted in decreasing the amount of time it takes to apply for Unemployment Insurance, made it easier to start, operate, and grow a business in the Garden State, and connected millions of New Jerseyans to government programs, services, and benefits.

Our team members wear many hats, contributing to both the execution of core projects and the evolution of the Authority. We use data and modern research, design, and development methods to inform our decision making, and we collaborate with stakeholders within and outside of government to understand and solve challenges. To learn more about the New Jersey Innovation Authority, read our impact report and visit our About Us page.

The Director of Administration plays an essential role in ensuring that NJIA's administrative functions seamlessly enable organizational excellence and delivery of services to residents and businesses across the state.

This position will report directly to NJIA executive leadership and collaborate closely with other New Jersey Innovation Authority officers. This role will also regularly work across the Authority's business units and those of the Authority's non-profit partner project, InnovateNJ. Your responsibilities may include:

Support and drive organizational advancement and administration

- Collaborate with team members to help design, implement, and administer Authority policies, processes, and activities that contribute to the continued advancement and evolution of the Authority, driving efficient operations while ensuring organizational policies and processes are followed.
- Develop creative and sustainable administrative solutions that enable delivery of core Authority initiatives and projects; collaborate with other Chief-level officers to ensure compliant operations.

Develop and execute sustainable financial planning and operations that enable impact

- Collaborate with the leadership team to develop and maintain Authority budgets and ensure that funds are being expended with fidelity; perform analysis on business operations and expenditures to guide decision-making.
- Oversee financial planning and analysis, including but not limited to: all budgeting and forecasting for NJIA, revenue-generating mechanisms (including cost-recovery), accounting operations, procurement, including accounts payable, accounts receivable; work with Authority partners to ensure that prompt payment of external parties, including but not limited to vendors and State agencies, is executed in a compliant manner.
- Negotiate, manage, and serve as point of contact for contracts with service providers, including vendors and independent contractors.
- Work with NJIA leadership to execute and track compliance with interagency agreements, including but not limited to tracking payments to/from NJIA for services rendered.
- Manage annual audit as required by Executive Order and NJIA bylaws.

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- Prepare and coordinate internal and external financial statements and reports, such as balance sheets and invoices for internal, audit-compliant tracking and external reporting for the Board and members of the public as stipulated in the NJIA statute and bylaws.
- Manage and administer processes to ensure the timely reimbursement of team members for expenditures related to travel and other approved expenditures.
- Work with the leadership team to develop, manage, and administer processes and procedures to ensure financial controls and expenditure compliance; ensure that proper staff training mechanisms are in place so that members are prepared to follow relevant processes and procedures.
- Administer the full lifecycle of all grants awarded to NJIA, ensuring NJIA's compliance as recipient with all grant terms, conditions, and reporting requirements. Oversee and monitor all subrecipients of NJIA-funded grants to ensure compliance with the terms of their awards.

Ensure that organizational talent capacity can deliver on the Authority's mission

- Manage and coordinate Authority hiring and personnel processes, including job postings, candidate evaluations, and all Authority onboarding and orientation processes, ensuring streamlined and responsive operations.
- Manage Authority offboarding process to ensure smooth transitions and that all systems access is appropriately sunset, and that all equipment is returned as needed.
- Partner with the Chief of Staff to ensure adherence to personnel policies and procedures.
- Work with team members to develop and advance practices that promote and encourage the healthy evolution of organizational culture.
- Other additional duties and responsibilities to advance the Authority's mission.

Do what's needed for the team

- Execute additional duties and responsibilities to advance our mission and work.

The standard workweek is Monday through Friday. This position may be eligible to participate in a 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: Bachelor's degree or equivalent required; advanced degree such as a J.D., MBA, or master's degree in public administration, public policy, public finance or another field related to job responsibilities and qualifications is preferred.

Experience: Minimum of seven (7) years of progressively responsible experience in public finance, grants administration, or organizational administration, including at least three (3) years in a leadership or supervisory role. Strong candidates have led administrative operations in support of digital implementation and service delivery, and understand how agile, iterative development shapes budgeting, procurement, and staffing.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of this position.

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PREFERRED EXPERIENCE, SKILLS, AND ABILITIES

- Minimum of 7 years of progressively responsible experience in public finance, grants administration, or organizational administration, including at least 3 years in a leadership or supervisory role.
- Experience working in or directly with state or other government agencies.
- Experience developing and implementing financial, administrative, or grant-making policies and internal controls.
- Demonstrated experience managing or advising on budgets, financial analysis, or fiscal planning; preferred experience with administering grants or sub-awards, including monitoring, compliance, and reporting.
- Experience overseeing administrative functions such as contracts, procurement, HR, or facilities.
- Experience leading cross-agency or multi-stakeholder initiatives.
- Experience solving complex problems through the use of human-centered design, agile iterative development, and data-driven decision making.
- Proven skill in tackling problems with curiosity, engaging in inquiry, and understanding user needs to develop optimal solutions.
- Exceptional written and verbal communication.
- Paramount attention to detail and ability to execute key tasks with zero room for error.
- Bachelor's degree or equivalent required; advanced degree such as a J.D., MBA, or master's degree in public administration, public policy, public finance or another field related to job responsibilities and qualifications is preferred.
- Dedicated to advancing the mission of the NJ Innovation Authority and public service, with a strong commitment to accessibility and fostering a more inclusive society.

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.

NJ SAME Program: In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit https://nj.gov/csc/same/overview/index.shtml.

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.

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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 8, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 146 – P – Director of Administration" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer