



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 070 - P	<b>ISSUE DATE:</b> April 29, 2024	<b>CLOSING DATE:</b> May 13, 2024
<b>TITLE:</b> Assistant Division Director	<b>OPEN TO:</b> General Public	
<b>FUNCTIONAL TITLE:</b> Chief Administrative Officer	<b>TITLE CODE:</b> 64280	<b>RANGE:</b> M98
<b>DIVISION:</b> Police & Firemen's Retirement System of NJ	<b>WORKWEEK:</b> NL (35 hours)	
<b>LOCATION:</b> 50 W State Street, Trenton, NJ	<b>SALARY:</b> \$215,000	

### JOB DESCRIPTION

The Division of Police & Firemen's Retirement System of NJ seeks to hire an Assistant Division Director to function as Chief Administrative Officer. Under direction of the Commissioner and/or Deputy Commissioner, plans, organizes, and directs the work programs, activities, and staff in the areas of budget and accounting, procurement, personnel, management information systems, and facilities management; does related work as required. Serves as principle liaison with all relevant Divisions and Departments within State Government as needed. Plans, organizes, and directs the activities and work programs in the areas of budget and accounting, procurement, personnel, management information systems, and facilities management. Formulation of policy and procedures that pertain to the best operations of the fund directs all activities related to personnel administration including recruitment, selection and placement, classification and compensation, staff training, labor and employee relations, payroll, safety, and manpower planning, research, and development. Supervises work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees. Assists in the formulation of policy and directs all fiscal activities including budget interpretation and preparation, fiscal planning, departmental Plan of Allocation, costs analysis, fiscal and grant reporting, and general and specific accounting activities. Plans, organizes, and directs all public information, printing, and graphic arts activities in the department. Acts as liaison to the Commissioner and/or Deputy Commissioner, keeping them informed of impending changes in federal and state funding, and develops alternatives for sound fiscal management. Suggests new and innovative approaches to administration of resources to ensure program priorities are met and that services to the public are maintained. Plans, organizes, and directs all activities related to stock and storage, maintenance, rental of facilities, insurance, mailings, office space, physical layout, purchasing, forms control, security. Prepares and supervises the preparation, by technical staff, of clear, sound, accurate, and statistical, fiscal, and other reports containing findings, conclusions, and recommendations. Provides technical assistance to division directors and other staff members on matters of personnel, fiscal, printing, purchasing, payroll, and other work activities of the bureau. Prepares extensive correspondence in the course of official duties. Directs the maintenance of essential records and files. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

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 is required and a Master's degree in Business Administration, Accounting or a related field is preferred.
- Experience:** Ten (10) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency six (6) years of which shall have been in a supervisory capacity. Experience establishing and maintaining cooperative working relationships with other public and private agencies and individuals whose functions and/or services impact upon those of the agency. Direct experience monitoring, reviewing, auditing, and conducting evaluations of program performance and services, and recommending and implementing program modifications as required. Ability to create and develop and implement the policies and procedures necessary to administer agency programs and operations.



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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 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>.

**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 May 13, 2024:**

- 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 "2024-070-P Assistant Division Director" 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**

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Authorized by:

*Antoinette Sargent (nr)*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*