



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Information Technology Specialist	ANNOUNCEMENT #: 21-25	ISSUE DATE: 8/5/25 CLOSING DATE: 8/19/25
SALARY RANGE: \$64,340.11-\$94,061.71		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Office of the Secretary, Information Technology Unit, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the NJDA IT leadership, we are seeking a motivated and tech-savvy Information Technology Specialist to support our IT Helpdesk operations and contribute to digital content management. This role will assist with day-to-day IT support, maintain and update website and social media content, and support media-related tasks as needed. The ideal candidate is a quick learner with strong communication skills and an interest in both IT and digital content.

Key Responsibilities:

- Provide first-level technical support for users, including troubleshooting hardware, software, incident tracking, and resolution.
- Log and track helpdesk tickets, escalate issues when necessary, and ensure timely resolution.
- Update and maintain website content using content management systems (Teamsite).
- Assist in managing official social media pages (Facebook, Twitter/X, Instagram, LinkedIn, etc.), including posting updates and monitoring engagement.
- Create or edit basic digital media content (graphics, images, simple videos) as needed for internal and external communication.
- Support virtual and in-person events with basic A/V or IT setup.
- Document procedures and maintain technical and user documentation.

REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

**EXPERIENCE:** One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

**NOTE:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

**NOTE:** A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

**NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

**NOTE:** Graduation from an accredited college or university with a Bachelor's Degree in Computer/Information Technology preferred.

**SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION:** Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**SPECIAL NOTE:** Preference will be given to candidates in the following areas: experience in an IT support, helpdesk, or related technical role (internships or volunteer experience acceptable); familiarity with **Track-It** or similar IT helpdesk ticketing systems for logging, tracking, and resolving user support requests; experience using or supporting **SharePoint** for document collaboration, content updates, or basic site maintenance; experience troubleshooting basic hardware, software, or connectivity issues in a desktop or office environment; familiarity with updating website content using a CMS (e.g., WordPress, Teamsite) or similar platform; basic knowledge of digital media tools for creating/editing graphics, documents, or presentations for internal or public use; exposure to managing or contributing to social media accounts for an organization, club, or academic project; experience working in a collaborative, customer-focused environment with timely follow-up and problem-solving skills.

**NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In-house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**LICENSE:** Appointees 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 the essential duties of the position.

**FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov) along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

BENEFIT(S)\*  
\*Pursuant to the State/Department's policy, procedures and/or guidelines.

Statewide benefits include:	
Deferred Compensation	Paid Time Off
Health and Life Insurance	State Holidays
Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program
Alternate Work Week available for some positions	Telework available for some positions

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer