



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy – Deadline Extension

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-081-21

Title: Government Representative 2
(Six positions available)
Range/Title Code: X98/55013
Salary: To be determined
Position Number: To be determined
Issue Date: November 10, 2021

Closing Date: Until filled
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business Services, Office of School Facility Projects

Description:

Under general direction of an Education Program Development Specialist 3 or other supervisory official in the Department of Education, interacts and coordinates with staff in the areas related to the financing, planning, and design of educational facilities. Performs the review of school facilities and other capital projects including local school district specifications and plans for educational adequacy, consistent with the delivery of programs and services necessary to meet the New Jersey Student Learning Standards. Performs the review and approval for long-range facilities plans, school facilities projects, and other local agencies and groups or individuals regarding school facilities issues. Conducts research, analyzes information, and develops written documentation required.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education, Architecture, Engineering, Construction Management, Business Administration, or a related field.

Note: Graduation from an accredited college or university without a Master's degree but in possession of a professional license/endorsement in Architecture, Engineering, Construction Management, Business Administration, or a related field may be substituted for the above education.

Experience: Four (4) years of experience in evaluating school facilities design and construction and implementing guidelines for improving the learning environment. Knowledge and experience with the process and procedures necessary for the submissions, review and approval of School Facilities and Other Capital Projects, including but not limited to: Long Range Facilities Plans, Educational Specifications, schematic and final drawings, cost estimates, land acquisition, etc. is preferred. Knowledge and experience with NJSA 18A:7G, the "Educational Facilities Construction and Financing Act" (EFCFA), NJAC 6A:26 and other applicable laws is preferred.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

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 citizenships to the United States.

Forward a cover letter and resume electronically to:
resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.