Notice of Vacancy

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

Reference Number: DOE-064-22

Title: Executive Director
Range/Title Code: M98/90617
Salary: To be determined
Position Number: 011887
Issue Date: September 1, 2022

Closing Date: September 29, 2022
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 the Executive Director

Description:
Under the direction of the Assistant Commissioner/Chief Financial Officer, assist in all matters related to the Division as directed by the Assistant Commissioner. Serve as senior staff for the Department including taking the place of the Assistant Commissioner when needed, and work collaboratively across divisions as the work dictates. Assist in the management of all Division of Finance and Business Services staff and operations including assigning of work to staff, determining work priorities, and ensuring project completion.

Provide executive level administration of four offices within the Division of Finance and Business Services. Supervise the Office of State Monitors which provides a full range of financial and business operation services including auditing, accounting, budget development and execution; and financial management to identified fiscally at-risk school districts. Oversee the Office of Fiscal Policy and Planning which develops, disseminates, and administers fiscal policy that guides all public school districts and private schools for the disabled in accordance with the School Funding Reform Act, other fiscal statutes, administrative code, Generally Accepted Accounting Principles (GAAP), and other state/federal requirements. Provide guidance on budgeting, accounting, reporting, other public school fiscal practices, and administer the efficient collection and distribution of budget and audit data and certified tuition rates. Manage the Office of School Facility Planning which works with districts to develop, plan, and finance the design of educational facilities. This office also ensures the review of local school district Long Range Facilities Plans for educational adequacy. Provide oversight of the Office of School Facility Projects which reviews school facility projects for compliance with all statutes and regulations related to educational facilities, including management of project specifications to ensure they are consistent with the delivery of programs and services necessary to meet the Core Curriculum Standards. Be responsive to the public, the Legislature, and the government about district fiscal policy and facilities issues; and performs other related work as required.

Requirements:
Education: Graduation from an accredited college or university with a Juris Doctor (J.D.) degree or a Master’s degree in Accounting, Finance, Economics, Business Administration, Public Policy, or other related field.

Experience: Ten (10) years of professional experience in a related field, four (4) years of which shall have been in a supervisory capacity.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master’s degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.
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 Immigration and Customs Enforcement regulations.
Note: The State of New Jersey does not provide sponsorships for work visas.

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.