



# State of New Jersey

## DEPARTMENT OF EDUCATION

### Notice of Vacancy

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

**Reference Number: DOE-087-23**

**Title:** Administrative Analyst 3 (Procurement)

**Range/Title Code:** P26/50075D

**Salary:** \$72,836.90 - \$103,620.41

**Position Number:** 933873

**Issue Date:** August 29, 2023

**Closing Date:** Until filled

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Ewing, New Jersey

**Division:** Division of Educational Services, Marie H. Katzenbach School for the Deaf

**Description:**

Under general supervision of a business manager at the Marie H. Katzenbach School for the Deaf, assists in the review and analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; and performs other related work as required.

**Requirements:**

Education: A Bachelor's degree from an accredited college or university.

Experience: Three (3) years of experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

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 credit hours being equal to one (1) year of experience.

Note: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

Preferred Experience: At least 3 years of practical experience in accounting, finance, or procurement, preferably in an educational institution.

Note: Ability to communicate in American Sign Language preferred, or a commitment to learn American Sign Language in two (2) years.

Note: All final candidates must be fingerprinted and bear the \$78.38 cost of the criminal history check in order to qualify for employment at the Marie H. Katzenbach School for the Deaf.

For more information on the Marie H. Katzenbach School for the Deaf, visit [www.mkسد.org](http://www.mkسد.org)

**Open to the Following:**

Employees serving in a permanent capacity in a competitive title for an aggregate of at least one (1) year who meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website [info.csc.state.nj.us/jobspec/50075D.htm](http://info.csc.state.nj.us/jobspec/50075D.htm).

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](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

SAME Applicants: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume 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: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call the Civil Service Commission at (833) 691-0404.

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.