



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 57-21

Posting Period: From 05/24/2021 to 06/07/2021

If you have previously applied to this posting, you need not reapply.

Title: Government Representative 2-Unclassified

Salary: (X98) \$90,000 to \$100,000

Number of Vacancies: 1

Workweek: NL

Work Location:

101 Eggerts Crossing Road, Lawrenceville, NJ, 08648

Program: Construction and Facilities Management Office

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Responsible for establishing and maintaining the policies and procedures for Real Property management within the NJ Department of Military and Veterans Affairs. Responsible to negotiate license and lease agreements with Federal Real Property Specialists at JBMDL, Picatinny Arsenal, Warren Grove and the US Army Corp of Engineers. Responsible to coordinate and resolve Real Property issues with State, and local municipalities that pertain to DMAVA Real Property Management. Supervise the Real Property Branch team of professionals who will operate and maintain the personal and real property records for the department to include both Federal and State databases. Establish and implement a military furniture and equipment life cycle replacement and property management program for the Construction and Facility Management Branch. Ensure that all federally reimbursed real property capital improvement projects comply with requirements detailed in the Master Cooperative Agreement between the National Guard Bureau and the State of New Jersey. Ensure all financial records of Capital improvements are accurately reflected in state reporting systems in the Federal Facility Information Folder. Will assure that all property is properly accounted for within the required state and federal databases for real and personal property management. Prepare reports and recommendations, supervise staff, establish processes, prepare training, craft Departmental Directives, establish operating instructions and develop documents to standardize goals and objectives of this unit to ensure equitable service to all units assigned to the state and compliance with state procurement procedures, record keeping and reporting responsibilities associated with this unit's activities. Assure that all processes in personal property procurement comply with State asset reporting and purchasing criteria, ARNG Regulations and Policies and DMAVA policies associated with the unit's activities and must be supported with operating instructions and/or Departmental Directives.

Civil Service Commission Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.

Special Note: Preferred candidates will possess familiarity with appropriations law and public accounting procedures. Applicants must have knowledge of military organizational structures, policies and standards. Knowledge in Microsoft Office (Word, Excel, and Outlook).

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.