



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 20, 2022

NOTICE OF JOB VACANCY #22-235

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

TITLE: Administrative Analyst 3, Information Systems

SALARY: \$71,408.73 to \$101,588.61

LOCATION: Division of Gaming Enforcement
Administrative Services Bureau/ Information Technology Unit
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of the Information Technology Manager or other supervisory officer in the Division of Gaming Enforcement, will design and maintain the division's Intranet and Internet sites. Will maintain and develop applications using HTML, CSS, Bootstrap, and Javascript. Develops and maintains various documents in PDF, Word, Excel, PowerPoint and WordPerfect. Collaborates with team members and users; provides recommendations to support the Division's business needs and IT goals; Identifies UX problems and recommends solutions. Prioritizes IT demands of the Division to maintain deadlines; does other duties as required.

REQUIREMENTS

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

EXPERIENCE: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

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 experience.

NOTE: A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

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.

PREFERENCE: Preference will be given to applicants with three (3) years of professional experience in designing, implementing, testing, maintaining, and supporting information technology applications and services in a web environment. Experience in HTML, CSS, and Javascript is preferred. Strong knowledge of web design standards and cross-browser issues, Adobe CC, WordPress, PHP, JQuery, SQL, MS Office, WordPerfect are preferred.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, a cover letter indicating interest in job vacancy announcement #22-235, copy of college transcripts, and current resume must be received before 5:00 PM on the closing date of May 20, 2022. Please submit resume and cover letter to:

Recruitment Coordinator
Division of Gaming Enforcement
1300 Atlantic Avenue
Atlantic City, NJ 08401

OR

Email: jobs@njdge.org

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety 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.

