



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 16, 2023
NOTICE OF JOB VACANCY
#23-329

This is a repost of vacancy announcement #23-108; previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

TITLE: Building Management Services Specialist 2

SALARY: \$58,031.09 to \$82,157.57

LOCATION: Division of Administration
Facilities/Support Services Section
124 Halsey Street
Newark, NJ
Statewide travel between office locations required.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the limited supervision of a Building Management Services Specialist 3 or other supervisory officer in a state department, institution, or agency, independently completes analytical or professional work of average difficulty required to provide or support the provision of building management, maintenance, security, service and/or renovation programs; may take the lead over lower level staff; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/52574.htm>

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in the coordination and/or implementation of building management programs including building/property operations analysis, program development, organizational and/or fiscal planning, and/or cost efficiency programs, and/or special building service programs, security, or a related field.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above, 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, or closely related field may be substituted for one (1) year of the experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

SPECIAL NOTE: Current Division of Administration employees serving in an unclassified appointment and assigned to Unit Scope P860 will also be considered, if interested. Applicants appointed to an unclassified title in another Division within the Department cannot be considered.

RESUME NOTE: Eligibility determinations will be based upon resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-329 and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **May 30, 2023**.

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.

