State of New Jersey
THE PINELANDS COMMISSION
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# Job Vacancy Announcement

**POSITION:** Management Information Systems Specialist 4
**SALARY RANGE:** $61,048- $88,518
**CLASSIFICATION:** Full Time, FLSA Exempt, Union
**POSTING PERIOD: 11/05/26 - 12/13/26**

**PLEASE NOTE**: **Previous applicants need not reapply.**
Only new applicants are encouraged to submit their applications.

## POSITION DESCRIPTION:

The NJ Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission's Information Systems Office is seeking a qualified, full-time MIS Specialist 4 to support day-to-day technology operations, assist in system improvement initiatives, and help ensure the organization's information systems run efficiently and reliably.

Under supervision, the MIS Specialist 4 performs desktop support, system setup and maintenance, documentation, data analysis, and provides technical and analytical support to staff using information systems and business applications. The position works closely with departments to gather and document business requirements, develop and maintain reports and dashboards, analyze organizational data, support database and reporting solutions, and help ensure data integrity and accuracy. The position tests and validates systems and reports to ensure accuracy.
The successful candidate will have excellent communication skills and a desire to make users more comfortable with technologies they use on a daily basis, with the ability to translate technical information and data into clear, understandable insights for staff and stakeholders.

### Key Responsibilities

- Install, modify, and make minor repairs and upgrades to desktop computer hardware and software systems
- Diagnose computer errors encountered by staff to determine the root cause and research and implement solutions
- Create, maintain, and update accurate technical, procedural, and business documentation, including system inventories, business processes, data workflows, and reporting solutions.
- Gather, analyze, and document business and system requirements.

- Organize and analyze data from multiple sources to identify trends, patterns, and opportunities for operational improvement.
- Develop, maintain, and enhance reports, dashboards, and other data-driven reporting solutions.
- Write SQL queries and analyze relational datasets to support reporting and business needs.
- Assist with Microsoft SQL Server and Oracle database management and reporting solutions.
- Maintain data integrity, accuracy, and consistency across information systems.
- Provide technical and analytical assistance to staff with data-related questions, reporting needs, and business applications.
- Work with departments to clarify requirements, resolve data and reporting issues, and ensure analytical needs are addressed.
- Support internal websites and reporting interfaces using HTML.
- Assist with information systems and business application initiatives as assigned.
- Identify opportunities to improve business processes, reporting capabilities, and the effective use of organizational data.

**Required Knowledge and Experience**
The position requires:

- Experience with the **Microsoft Windows 11** operating environment.
- Experience with **Microsoft Office 365**, specifically Microsoft Outlook, Word, and Excel
- Experience gathering, analyzing, and documenting business and development requirements.
- Experience working with **Microsoft SQL Server** and **Oracle** databases.
- Knowledge of relational database structures and **entity-relationship (ER) diagrams**.
- Experience writing **SQL queries** and analyzing relational datasets.
- Knowledge of HTML or the demonstrated ability to learn HTML quickly enough to maintain simple internal websites and reporting interfaces.
- Strong written and verbal communication skills, including the ability to explain technical concepts clearly to non-technical users.
- Strong analytical, organizational, problem-solving, and customer-service skills.
- Knowledge of Microsoft Power Automate (Power Apps/Power BI), Microsoft Copilot Studio, and/or Geographic Information Systems (GIS) using ESRI ArcMap is preferred but not required.

Salary will be commensurate with experience, starting at $61,048. Full benefits include paid vacation leave, paid sick leave, health and dental insurance, life insurance, and enrollment in the public employee's retirement system. Inclusion in the New Jersey Telework Pilot Program is anticipated for the appropriate candidate.

**REQUIREMENTS:**

**EDUCATION and EXPERIENCE:**
Applicants must meet one of the following qualifications:

- Bachelor's degree in computer science or a related field; **or**
- Associate's degree in computer science or a related field and one year of experience in computer programming, information systems design, or information systems analysis; **or**
- Two years of career training from an institution accredited by an organization such as the Accrediting Commission of Career Schools and Colleges or the Accrediting Council for Independent Schools and Colleges, which may be substituted for an associate's degree.

**PHYSICAL DEMANDS:**
This position regularly requires walking between workstations and offices to provide diagnostics and technical support, including navigating stairs. The position may also require moving or handling office technology and equipment, including printers, scanners, computers, and monitors.

The position requires the ability to lift or exert force of up to **25 pounds**.

**RESIDENCY:** The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not live in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

**INTERESTED CANDIDATES:** Interested candidates should submit a cover letter and resume via e-mail to humanresources@pinelands.nj.gov by the closing date. Please include the position title in the subject line.

Only candidates selected for interviews will be contacted.