NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA- 2026 - 001	**OPEN TO:** General Public
ISSUE DATE: February 27, 2026	**CLOSING DATE:** March 13, 2026
TITLE: Network Administrator 1 Range P26/ Title Code 10107	**SALARY:** $80,755.57- $118,678.17
DIVISION: Administration	**Location:** Trenton, NJ

DEFINITION: Under the limited supervision of a supervisory official, in a state department, institution, or agency, or in a local government agency, performs complex professional work which includes development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN); maintains centralized, decentralized, and remote network services; maintains network security and data integrity; provides consultations and recommendations to infrastructure managers, as required, to troubleshoot and resolve network problems, monitor overall performance, and conduct upgrades as required; may be assigned to the administration of Storage Area Networks (SANs); does other related duties as required.

This position under limited supervision, this role involves configuring, imaging, patching, and maintaining the operating systems in a multi-platform user environment. You will manage group policies and configure rule changes to support network topology, routing, switch protocols, and infrastructure security.
As a member of our small, multifaceted team, you will assist in designing, developing, and troubleshooting internal system automated workflows to ensure complex, reliable, and scalable systems that align with the organization's objectives. The ideal candidate will have experience with various multi-operating system platforms and contribute to engineering security best practices. Strong experience and sound judgment are essential to effectively plan and achieve our goals.

SPECIFIC TO THE POSITION: This position is responsible for administering and supporting the New Jersey Department of State's IT infrastructure, including Active Directory, Windows Server environments, and SaaS applications such as SimpliGov and Salesforce. Core responsibilities include implementing monthly security patches, ensuring system security and compliance, managing change control processes, and serving as a server administrator for OIT and agency infrastructure, with occasional off-hour support. In addition, the role serves as a Salesforce Administrator, overseeing the management and integration of Salesforce applications, assisting with the creation of dashboards and reports, configuring workflows and custom objects, providing technical support, and performing data operations and analysis. Experience with Salesforce administration is highly desirable. May perform other related Service Desk Administration Duties. Candidates must be able to lift 50 lbs. Travel is required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in the development, implementation, and maintenance of multi-network, multi-user Local Area Network (LAN), Metropolitan Area Network (MAN), and/or Wide Area Network (WAN) environments, including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems.

NOTE: For positions involved in the administration of a Storage Area Network (SN) applicants must have at least three (3) years of professional experience installing, configuring, and supporting network hardware and software, one (1) year of which shall have been in planning, implementation, and support of SAN and related technologies.

OR

Possession of a bachelor's degree from an accredited college or university including or supplemented by a minimum of eighteen (18) semester hour credits in mathematics, computer science, information technology, and/or computer information systems; and three (3) years of the above-mentioned professional experience.

NOTE: Evidence of formal training in Computer Science or Information Technology received from or evaluated by an accredited institution of higher learning may be submitted with your application. Applicants must provide documentation from the accredited institution that clearly outlines the training course(s) that are acceptable and the corresponding number of credit hours for the training to be accepted. In-house courses (such as training provided on the job or through the appointing authority) will not be accepted.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

LICENSE: Appointee 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 duties of the position

EXAMPLES OF WORK:
• Prepares flowcharts and block diagrams and codes program modules of the least complexity for application systems development. May prepare charts, programs, and instructions needed to illustrate an operating system and its components. Prepares complete program documentation in accord with established standards.
• Performs desk checking of program modules and prepares remote testing documentation prior to submitting programs to information processing operations for testing. Checks program module coding to determine program deficiencies and corrects coding as necessary. Maintains production application programs/program modules as necessary.
• Prepares systems control statements and utility program parameters for later use by data processing analysts in obtaining information processing operations signoff and may assist in conducting application parallel testing. May study operating systems and available software to determine which programming technique will result in optimum timing, storage utilization, and overall efficiency. Studies procedural difficulties and operating problems and confers with analysts, programmers, and supervisors toward resolution.
• Monitors production reliability, performs detailed analysis of data processing related operational problems, and determines causes and applies temporary or permanent fixes. Provides technical assistance to other data processing personnel on problems dealing with operating systems, computers, utility programs, system control parameters software/hardware, and application system programs.
• Installs the proper mix of vendor/manufacturer supplied software and implements new software and operating system modifications minimizing adverse effects on current production and testing systems. Installs proprietary software packages designed to measure/improve system utilization including hardware/software monitors.
• Maintains availability of centralized, decentralized, and remote network services including but not limited to file service, printing, local electronic mail, Internet electronic mail, office applications, remote access, Internet web connectivity, and mainframe gateway. May track/troubleshoot/correct network related issues either logged through the help desk and/or recorded through the monitoring of the network.
• Installs software updates and patches to network operating systems, server-based applications, and centralized services. Installs hardware upgrades for network servers, gateways, and associated telecommunication devices. Plans, configures, and troubleshoots networked devices including but not limited to printers, personal computers, facsimile, modems, plotters, and scanners. May administer user access to network resources and adds/modifies/deletes user accounts for file/print and dial-in servers.
• Monitors performance of servers and telecommunications devices (such as hubs, switches, and routers); installs, troubleshoots, tunes and optimizes such devices to maximize performance and throughput, and minimize downtime.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

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, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf. Failure to provide all application materials requested may result in your ineligibility.

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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer