



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 -150-S	ISSUE DATE: November 14, 2024	CLOSING DATE: Open until filled
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TITLE: Chief, Bureau of Transportation Services	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 52620 RANGE: M33
UNIT: Transportation Services	WORKWEEK: NL (35 hours)
LOCATION: 605 South Broad Street, Trenton, NJ	SALARY RANGE: \$107,853.96 - \$154,226.28

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Transportation Services is seeking a Chief Bureau of Transportation Services. Under the direction of the Director or other management official, has responsibility for the management, administration and supervision of the State's employee transportation services program, including automotive fleet management and travel administration. Other responsibilities include:

Provides fleet management and vehicle repair services to customers. Develops and implements policy governing the purchase, assignment, operation and maintenance of Central Motor Pool vehicles; the allocation and utilization of State-owned; and the planning, procurement and monitoring of State employee travel, by receiving, setting and implementing objectives and considering timetables, cost efficiencies, contingencies, available resources, technical research and computer data.

Provides regular daily supervision and leadership for the Fleet Management and Operations staff. Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees. Provide timely and accurate solutions to problems encountered by Transportation Services.

Develops performance agreements and issues defensible performance ratings for immediate subordinates, and ensures that agreements and ratings are done for all unit staff.

Keeps the Director informed on the status of work activities and problems. Provides information to the State Treasurer, Division Director, and or Deputy Director to assist in the planning and decision-making as it relates to automotive fleet management.

Represents the Bureau to accomplish organizational objectives in the area of public relations, influencing the environment external to the organization or in specific occurrences, such as meetings, conferences or public inquiries by utilizing a knowledge of organizational policy and communication techniques. Enthusiastically embraces and reinforces the Treasury and Administration service delivery missions, and relates individual assignments and work objectives to these larger missions.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

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.

Ten (10) years of professional experience in a large central service agency, i.e., an agency responsible for such services as determining and implementing need assessment and provision for automotive support, three (3) years of which shall have been in a supervisory capacity.

-OR-

Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

-OR-

Possession of a Master's degree from an accredited college or university in Public Administration, Business Administration, Finance, or Management; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

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.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below as soon as possible:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 150-S Chief Transportation Services" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer