



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 028 - P	<b>ISSUE DATE:</b> June 3, 2025	<b>CLOSING DATE:</b> June 17, 2025
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<b>TITLE:</b> Assistant Division Director	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Assistant Deputy Director of Construction Services	<b>TITLE CODE:</b> 64280 <b>RANGE:</b> M98
<b>UNIT:</b> Office of Construction Services	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 20 West State Street, 3rd Floor, Trenton, NJ	<b>SALARY:</b> \$174,900.63

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction (DPMC) seeks to hire an Assistant Division Director, to function as the Assistant Deputy Director of Construction Services for their Office of Construction Services. Under the direction of the Division Director, Deputy Director, or other senior official in DPMC, directs the staff and activities of the Office of Construction Services- responsible for providing general administrative and/or fiscal management, program policy and planning services; does other related duties as required. The incumbent will be responsible with duties in the following areas:

- **Supervisory Management of Capital Projects - Construction:** Capital projects include all Client Agency capital construction projects for the State. Oversee all project construction activities for all Type "A - Standard" projects, and provide support on all "Type C/Type II - Agency Managed" projects, including change order requests, amendment requests and other approvals throughout construction and until project closeout.
- **General:** Assign staff to projects. Oversee, direct and guide staff in the appropriate management procedures for capital projects, including resolving issues at the staff level to insure the timely and efficient completion of projects and all contract issues during the construction phase through closeout.
- **Contract Management:** Oversee, direct and guide staff in the management of all financial and status aspects of capital projects including maintaining schedules, updating project status and costs, and verification of all required project approvals; review, negotiations and approvals of contractor change orders and consultant amendments; review and approval of all invoices and closeout packages.
- **General Supervisory Duties:** Oversee and manage staff to achieve the Goals of the Office of Design and Construction, including supervising attendance and distribution of the construction manager workload for capital projects. Implement procedures that support these activities. Approve all leave requests and time sheets. Provide ePAR job objectives, interim and final evaluations for all assigned staff as required.
- **Agency Relations Liaison:** Manage the Office of Design and Construction "Client Agency" relations during the construction phase through project closeout.

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 public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.

**-OR-**

Ten (10) years of professional experience as an administrator responsible for planning, budgets, and administration of programs in a large public or private agency, 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 a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.

#### **Notes:**

"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.

#### **Preferred Background:**

Preference will be given to candidates who possess professional experience in a public or private organization involved in construction management or professional experience as an administrator responsible for the planning, budgets, and administration of construction programs in a large public or private agency.

#### **License:**

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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### GENERAL INFORMATION

**Vacancy Notice:**

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

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 by 5:00 p.m. on June 17, 2025:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025- 028 - P Assistant Division Director" 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*