



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 036 - S	ISSUE DATE: June 4, 2025	CLOSING DATE: July 2, 2025
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TITLE: Building Management Services Specialist 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Property Management and Construction	TITLE CODE: 52574 RANGE: P21
UNIT: Security Services Unit	WORKWEEK: NE (35 hours)
LOCATION: 33 West State Street, 5th Floor, Trenton, NJ	SALARY RANGE: \$62,164.36 - \$88,009.21

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management and Construction (DPMC) is seeking a Building Management Services Specialist 2. Under the limited supervision of a Building Management Services Specialist 3 or other supervisory official in DPMC, the incumbent will plan, manage, coordinate and configure various installations and renovations of statewide security systems. Review, monitor and manage the access control, video surveillance and Intrusion Detection Systems. Perform comprehensive testing and analysis of the systems and provide recommendations for improvement. Review and troubleshoot product installations and provide progress reports when needed. Oversee private vendors and assure that all phases of work adhere to the governing contract. Provide and manage field technician services. The services include service and maintenance for computer, access control, intrusion detection and video surveillance devices that are located in various multi-agency offices and deployed throughout the state. Manage the invoicing tracking and payment responsibilities for service and maintenance related events. Manage the invoicing tracking and payment responsibilities for medium to larger sized projects. Ensure the effective operation of the various computers, IT topography, software and security related devices. Analyze data and offer suggestions that will increase efficiencies. Participate (on a rotational basis) in the after-hours, 24/7 hot line activities, dispatching appropriate resources needed to resolve technical security issues. Create and provide appropriate training to end-users. Performs other duties as needed.

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.

Six (6) years of professional 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.

-OR-

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

-OR-

Possession of a master's degree in Business Administration, Public Administration, or closely related area; and one (1) year of the above-mentioned professional experience.

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 in order to perform the essential duties of the position.

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 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 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 July 2, 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

(Please list the "2025- 036 - S Building Management Services Specialist 2" 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