



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 103 - P	<b>ISSUE DATE:</b> October 9, 2025	<b>CLOSING DATE:</b> November 12, 2025
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<b>TITLE:</b> Assistant Division Director	<b>OPEN TO:</b> General Public
<b>FUNCTIONAL TITLE:</b> Assistant Division Director- Professional and Environmental Services	<b>TITLE CODE:</b> 64280
<b>DIVISION:</b> Purchase and Property	<b>RANGE:</b> M 98
<b>UNIT:</b> Procurement – Professional and Environmental Services	<b>WORKWEEK:</b> NL (35 hours)
<b>LOCATION:</b> 33 West State Street, 8th floor, Trenton, NJ	<b>SALARY RANGE:</b> \$174,900.63

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Purchase and Property is seeking an Assistant Division Director functioning as an Assistant Division Director-Professional and Environmental Services. Under the direction of a Division Director, Deputy Director, or other senior official in a state department or agency, directs the staff and activities of an operational unit responsible for the procurement and management of state contracts related to health care, insurance, finance, auditing, disaster response, consulting, and other fields related to professional and environmental services.

Oversee, plan, organize and direct the work operations of the Professional and Environmental Services Unit including the review of bid specifications, proposals, award recommendations, and evaluation committee reports. Participate with other senior managers within the Division on policy development, recommendation and implementation. Participate with the Director in organizational planning and development and in exercising executive control over the procurement of services.

Participate in the review and coordination of proposed legislation affecting assigned program areas of responsibility and provide direction in the preparation of legislative comments and fiscal notes as requested. Participate in the Division's response preparation for Treasury's testimony at annual budget hearings. Plan for human and other resources ensuring adequate staffing is maintained and work is appropriately coordinated and distributed. Interact with the Director regarding personnel requirements such as additions, deletion or changes in staff.

Provide appropriate level of oversight to direct subordinates to ensure that performance assessments, disciplinary actions, classifications, promotions, training and employee problems are addressed in an appropriate and timely manner. Oversee the provision of consultation and advise to unit managers and staff regarding program initiatives and other matters. Oversee the planning, request and implementation of training programs for assigned employees.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the Active Employees section on the home page.



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### POSITION REQUIREMENTS

**Education & 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.

**Note:**

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

**Note:**

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act 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.



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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 November 12, 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- 103- P Assistant Division Director**" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*