

NEW JERSEY DEPARTMENT OF THE TREASURY



NOTICE OF VACANCY

Administrative Analyst 3 Procurement

TITLE CODE: 50075d

WORKWEEK: NL (35 hour)

ISSUE DATE:
September 10, 2021

SALARY RANGE: \$70,008.56 - \$99,596.69

RANGE: P26

OPEN TO: ☒ State Wide (all Departments/State employees)

CLOSING DATE:
September 24, 2021

☐ Department Wide (open to Treasury employees)

DIVISION & WORK LOCATION:

☐ Unit Scope: _____ ☐ Division Wide

Purchase & Property
33 W. State Street, 8th Fl.
Trenton, NJ 08625

JOB DESCRIPTION:

Under the direction of a Procurement Supervisor or other supervisory/management-level staff in the Division of Purchase and Property, assists in the review and analysis of procurement contracts, transactions, vendor quotes, and proposals for commodities or services in order to ensure efficient and effective procurement. Facilitates or manages the complete Request for Procurement process. This includes drafting the Scope of Work and contract language, developing bid evaluation criteria, coordinating the review and selection process for contract awards, and monitoring contract usage for compliance. Responsible for reviewing the work of less experienced or lower-level colleagues.

The desired candidate will have excellent analytical skills, strong communication and writing abilities, and positive customer service traits. Additionally, the desired candidate should be proficient in the Microsoft Office suite especially Word, Excel, and Outlook.

REQUIREMENTS:

Open to full-time employees who have permanent status in a competitive title and who meet the open-competitive requirements listed below:

EDUCATION: A Bachelor's degree from an accredited college or university.

EXPERIENCE: Three (3) years' experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substitute for one (1) year of experience.

INSTRUCTIONS TO APPLY

If you are interested in this employment opportunity, please submit the following documents:

- Cover Letter/Letter of Interest
- Resume
- Application for Employment found at <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

All responses must be submitted via email to address listed below by 5:00 pm (close of business) on the closing date listed above.

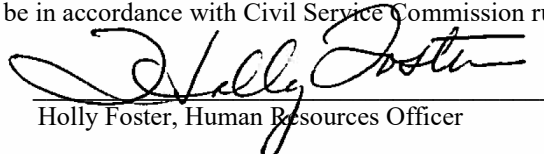
NJ Department of the Treasury
Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Procurement" in the Subject Line)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

AUTHORIZED BY:


Holly Foster, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer