



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

March 9, 2018
NOTICE OF JOB VACANCY
#18-10

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees who meet the requirements listed below:

- TITLE: Administrative Analyst 2, Procurement
SALARY: \$51,529.95 - \$72,953.46
LOCATION: Division of State Police
Information Technology Bureau
Contracting Unit
River Road, W. Trenton, NJ 08628-0068

NUMBER OF VACANCIES: One (1)

DEFINITION: Under the limited supervision of an Administrative Analyst 4, Procurement, or other supervisory official within the Division of State Police, Information Technology (IT) Contracting Unit, will assist with receiving and processing IT purchases; maintains accurate records and files of all IT purchases; assists in the review, and analysis of IT procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years' experience in procurement through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute 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 substituted for one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-10 and current resume before the closing date of March 23, 2018 to:

njsp_resumes@gw.njsp.org

-OR-

Terri Kuntz, Manager 2
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply. The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

