



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrator Officer

October 19, 2020
NOTICE OF JOB VACANCY
#ADMIN 08-20S

A competitive opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees with permanent status who meet the requirements listed below:

TITLE: Administrative Analyst 3, Procurement

SALARY: \$68,635.84 - \$97,643.83

LOCATION: Division of State Police
Administration Section
Fiscal Control Bureau
Central Purchasing Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: Two (2)

DUTIES: Under general supervision of an Administrative Analyst 4, Procurement or other supervisory official in a state department, institution, or agency, assists in the review and analysis of procurement transactions, proposals, goods, commodities or services, in order to ensure efficient and effective procurement; does related work as required.

REQUIREMENTS

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.

LICENSE: Appointees 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 the 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 number, copy of your transcript, which indicates the date your degree was conferred (required), and current resume before the closing date of November 1, 2020 to:

NJSPResumes@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.

