



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: May 16, 2024

CLOSING DATE: May 30, 2024

POSTING OPEN TO: ( ) OIT EMPLOYEES IN UNIT SCOPE(S)  
(X) STATEWIDE (STATE EMPLOYEES ONLY)  
( ) GENERAL PUBLIC

TITLE: Manager 2, Information Processing

POSTING # 2024-043

TITLE CODE: 61619

NUMBER OF POSITIONS: 1

SALARY RANGE: &34 - \$109,184.97 - \$156,258.75

LOCATION: NJ Office of Information Technology  
Capital Post Office  
OIT Print Services  
930 Lower Ferry Road  
Ewing, NJ 08626

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

**PLEASE NOTE: Open to NJ State employees with permanent status in a competitive title who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.**

*The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.*

**DESCRIPTION OF THE SPECIFIC POSITION:** Responsible for monitoring of OIT Print Services to include Output Support, the print distribution operation, and serving as State Contract Manager administering the State's T-2836 Transactional Print Services contract. This includes directing the relationship with the outsource print vendor, monitoring vendor service compliance cited within the state contract, reviewing and approving vendor invoices, working with the Department of the Treasury/Division of Purchase and Property in reviewing and approving any contract addendums or requested vendor price increases. Additionally, responsible for interacting with the various State departments and agencies on special projects, enquiring about customers satisfaction with the vendor, maintaining fluid communications on their work status(es), and with all other user print matters. Ensure Output Support's timely creation of pagedefs and overlays for print projects, as well as their maintaining the connectivity of all user agencies' mainframe/IPDS local printers. Act as a Print SME on relevant architectural review requests. Oversight of two supervisors and their staff, ensuring compliance with administrative matters, such as timekeeping, performance management, and required training. Develop, maintain/update, and test a Disaster Recovery Print Service Plan. Create and monitor a budget for each fiscal year, as well as renew maintenance agreements for all Print Services software licenses and hardware. Also, monitor market supply-chain lead times for paper stocks/printing lead times to ensure the vendor is properly maintaining inventory, conscious of backfill lead times, and to modify orders based on annual departmental large projects such as year-end federal tax forms. Work with customers to transition print to electronic delivery wherever possible. Travel to OIT's Riverview Campus on a weekly basis is necessary to ensure proper oversight of duties.

**DEFINITION:** Under general supervision, organizes and directs the activities of an information processing installation or facility, having a total employee complement of 11 to 50, in support of a major agency, division or department. This installation must include at least two of the following functional elements: applications development and maintenance, operations production and control, database management, operating systems programming and maintenance; network management; or under the direction of a Manager 3, directs a major sub-element (such as programming).

## REQUIREMENTS:

**NOTE:** 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.

Ten (10) years of professional experience in work involving the development of application software and systems analysis and design in a multiplatform environment, three (3) years of which shall have been in a supervisory capacity, one (1) year of which involved supervising second line supervisors or middle managers.

**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, one (1) year of which involved supervising second line supervisors or middle managers.

**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:** 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.

### **FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT a background inquiry will be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**Electronic Filing** Applicants are encouraged to file electronically. Forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov) **include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** (including posting #2024-043) to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212

Authorized by



Lisa Blauer, Chief of Staff