# NOTICE OF JOB VACANCY

**ISSUE DATE:  May 14, 2024**                                    **CLOSING DATE:  May 28, 2024**

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

**TITLE:  Supervisor Information Technology**                         **POSTING # 2024-048**

**TITLE CODE:  61454**                                            **NUMBER OF POSITIONS: 1**

**SALARY RANGE:  R31 $94,945.08 - $135,606.81**

**LOCATION:**      **NJ Office of Information Technology**               **HOURS OF WORK:  8:00 a.m. – 4:00 p.m.**
                    **Managed Hosting Division**
                    **300 Riverview Plaza**
                    **Trenton, NJ  08625**

**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:**  The selected candidate will manage the team of system administrators that support the daily operations of the Departments of Labor, Children and Families and the Board of Public Utilities.

**DEFINITION:**  Under the general supervision of a manager in an information technology organization, supervises and directs the operation of a Network support unit (mainframe and/or client server environment) of at least five (5) employees responsible for development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), and the provision of tier 3 technical support to end users. Provides lead support in the diagnosis and resolution of complex operational problems; directs problem diagnosis; supervises the monitoring and allocation of staff resources, the use of productivity aids, and the maintenance of software and hardware in mainframe and/or client/server environments with related peripherals; plans, evaluates, tests, implements and maintains network technology solutions as appropriate for the technology unit assigned; and does related work as required.

**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. Nine (9) years of professional experience in an Information Technology Operational Support unit for a large public or private information processing facility, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.
**OR**
Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

**OR**
Possession of a master's degree in information technology or related studies; and four (4) years of the above-mentioned professional experience including at least three (3) years of experience with an information technology operational support unit supporting a multiplatform Client Server LAN or WAN environment or Mainframe operation.

**SUBSTITUTIONS:**
**NOTE:** Thirty (30) semester hour credits in Information Technology may be substituted for one (1) year of experience.

**NOTE:** Training hours approved by the Civil Service Commission may be substituted for education where sixteen (16) contact hours equals one (1) semester credit hour.

**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 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 #2024-048) to: Heather Pursell, Manager, Human Resources Office of Information Technology 300 Riverview Plaza, 4th Floor P.O. Box 212 Trenton, New Jersey 08625-0212 |

Authorized by: _____

Lisa Blauer, Chief of Staff