



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: November 18, 2021

CLOSING DATE: December 3, 2021

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

TITLE: Assistant Division Director

POSTING # 2021-134

TITLE CODE: 64280

NUMBER OF POSITIONS: 1

SALARY RANGE: M98 – Commensurate with experience

**LOCATION: NJ Office of Information Technology
Office of Geographic Information Services
200 Riverview Plaza
Trenton, NJ 08625**

HOURS OF WORK: 8:00 a.m. – 4:00 p.m.

DESCRIPTION OF THE SPECIFIC POSITION: Develop strategies to continue improving New Jersey’s spatial data assets. Build collaborative partnerships with state, local, and federal agencies to efficiently develop high quality data and avoid duplication of effort. Identify and pursue funding opportunities for data acquisition. Coordinate interagency activities to identify data layers necessary to support decision making across state agencies and different levels of government and establish means to create and maintain those data layers. Promote coordination among the state’s GIS community through the NJ Geospatial Forum and other avenues. Coordinate GIS activities and policies with the federal government and other states through interaction with the National States Geographic Information Council, the Federal Geographic Data Committee, and other forums. Provide vision and oversight to the New Jersey Geographic Information Network, NJ’s distributed platform for discovery and distribution of spatial data. Oversee the design and implementation of the technical infrastructure that supports hosting and delivery of enterprise geospatial data and services. Guide and support the implementation of geospatial technologies across the executive branch. Promote understanding within state agencies of the capabilities of geospatial technology to further their missions. Support the creation of geospatial solutions for priority projects. Direct staff activities of the NJ Office of GIS to aid in achieving the above goals. Extensive experience in implementation and management of geospatial technologies. Ability to summarize complex technical issues to audiences with different professional backgrounds. Experience in elaborating business requirements and matching them to appropriate technical solutions. Broad understanding of the variety of technologies that make up modern geospatial infrastructures, including relational database management, geoprocessing software, web services, web browser client applications, thick desktop clients. Experience in leading and directing staff. Excellent oral and written communication skills.

DEFINITION: Under direction of a division director or deputy director, or other higher level supervisory official, directs the staff and activities of an operational unit responsible for providing either general administrative or fiscal management activities, program policy and planning services, or varied social, medical, assistance, health care, and other services to a specific client population; does other related work.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE: : Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), OR six (6) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.

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 degree evaluation 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 NJ Application for Employment, resume, cover letter, and unofficial transcript OR foreign degree evaluation** to recruiter4@tech.nj.gov **Include the posting number in the subject line.**

Alternate Filing: If unable to file electronically, applicants may forward **your NJ Application for Employment, resume, cover letter and unofficial transcript OR foreign degree evaluation (including posting #2021-134)** to:

Heather Pursell, Personnel Assistant 1, 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