



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Job Vacancy**

POSTING #: 24-00168

TITLE: Administrative Assistant 1

ISSUE DATE: 5/1/2024

TITLE CODE: 59900

CLOSING DATE: 5/22/2024

DIVISION: Statewide Planning Safety and Capital Investment

LOCATION: Ewing

UNIT SCOPE: T340

UNIT: Assistant Commissioner

RANGE: P26

SALARY: \$75,386.19-\$107,247.18

POSITION: One (1)

WORK WEEK: 4E

Office Description

The Office of the Assistant Commissioner of SPSCI oversees and aides in the functions performed by the Division of Statewide Planning and Research; the Division of Safety Programs and Transportation Data; and the Division of Capital Investment and Program Coordination.

Position Description

The Assistant Commissioner of SPSCI is seeking a motivated individual with leadership qualities who can work independently and has experience in the administrative functions carried out at the Division level including, but not limited to, human resources and personnel, travel, training, budgets, salary earnings, financial management, contract administration, OPRA, Departmental Policies & Procedures, and facilities coordination.

This position is responsible for providing direct support to the Assistant Commissioner and coordinating the efforts of the three SPSCI Divisions as well as providing guidance and quality oversight of the Divisions' activities related to the functions described.

*** Function as SCPSCI's Personnel Administrator.**

Maintains competent mastery of State and Departmental personnel policies, systems and programs required to effectuate personnel management within SPSCI.

Prepares various reports/forms for Assistant Commissioner review and signature.

Attends meetings with Human Resources and takes the lead in coordinating activities with the Division's Personnel Coordinators.

Provides guidance and quality oversight of Division's activities related to personnel actions.

***Function as SPSCI's Budget Center Administrator.**

Maintains budget records for the Division. Prepares forms/reports for Assistant Commissioner signature.

Implements individual transactions in accordance with policy. Submits SPSCI's budget reports for processing and Departmental approval.

Reviews and updates annual fiscal year projection reports for SPSCI's federal and trust fund salary earnings.

Monitors Division's progress to maximize earnings.

***Functions as SCPSCI's Travel Administrator.**

Coordinates with each Division and the Office of Budget to establish annual Travel & Training Budgets for SPSCI.

Monitors annual training budget expenditures and provides quality oversight.

Oversees Division travel requests. Manages SPSCI's travel credit card account.

***Function as the Division's Records Liaison Officer.**

Serves as the Records Liaison Officer for the Assistant Commissioner.

***Perform Other Administrative Tasks as Directed.**

Maintains communication with other organizational divisions or departments to alleviate office problems.

Investigates administrative problems and recommends solutions.

Plans and implements administrative improvements including organizational changes in concert with the Assistant Commissioner.

Performs special assignments or projects as assigned by the Assistant Commissioner.

Performs various activities associated with this role.

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.

Seven (7) years of professional experience in a business or government agency providing administrative support services and/or coordinating work activities.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above - mentioned professional experience.

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.

Preferred Skills

- Approachable, team member, willing to learn and share knowledge.
- Team leadership skills
- Works independently
- Excellent verbal and written communication skills.
- Detail oriented.
- Strong organizational skills

Experience using Microsoft Word, Excel, Adobe, Business Objects, SharePoint, Simpli - Gov, Outlook, MS Teams, PowerPoint, SharePoint, Visio, and FMIS.

Multi - task while providing a professional, complete and accurate work product.

Open to the Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Administrative Assistant I preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
Chris Jones, HR Representative
Department of Transportation
1035 Parkway Ave
MOB 2nd Floor
Trenton NJ 08618
christopher.jones@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**