



ADMINISTRATIVE ANALYST 2- PROCUREMENT
PROCUREMENT DIVISION
NEW JERSEY OFFICE OF THE STATE COMPTROLLER

Description:

The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Procurement Division is responsible for reviewing and investigating the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education (“contracting units”) to ensure the process complies with governing statutory, regulatory, and policy requirements. Additionally, the Division is charged with ensuring the compliance of COVID-related procurements with federal and State law pursuant to Executive Order 166. The Procurement Division also assists OSC’s Audit Division by providing legal guidance and ensuring the legal sufficiency of audits and investigations and participates in complex special projects.

Responsibilities:

- Monitor and assess contract submissions from government entities.
- Communicate with government units regarding completeness of the submission and enter appropriate data in OSC’s database.
- Create file for attorney assignment.
- Assists in analyzing contract submission data and makes recommendations regarding appropriate methods for accomplishing effective submission processes, and management of attorney assignments and reviews.
- Assists in analyzing methods used to track submissions to improve efficiency and support the Procurement Division’s mission.
- Ensure proper close out of files and appropriate updates to the OSC’s database when review is complete.
- Prepares clear, sound, accurate, and informative statistical and other reports containing findings, analyses, conclusions, and recommendations.
- Performs related special projects at the direction of the Procurement Division Director.
- Assists the Procurement Director with carrying out the mission of the office.

Requirements:

- A Bachelor’s degree from a four-year accredited college or university.
 - **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 hour credits being equal to one (1) year of experience.
- Two (2) years' experience in procurement/public contracting at a large public or private organization.
 - **NOTE:** Applicants who do not possess the required education may substitute 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 substituted for one (1) year of experience.

The ideal candidate shall have the following skills and experience:

- Excellent verbal and written communication skills.
- Knowledge of procurement methods at the municipal, state, or federal level.
- Experience with MS Access and Excel at an intermediate level.
- Aptitude or interest in working with internal data to support the continuous improvement of the Division's mission.
- Knowledge of methods used to compile and analyze data.
- Ability to identify, gather and evaluate relevant data which affect the performance of the Division.
- Ability to design statistical indicators which measure timeliness and effectiveness of the Division's contract reviews.
- Ability to design and maintain essential records, reports and files.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- Adept at multi-tasking, handling multiple projects, and prioritizing competing deadlines.
- Ability to work both independently and as a member of a team.

Interested candidates should submit a cover letter, resume, writing sample and three references to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

New Jersey is an Equal Opportunity Employer