



New Jersey Board of Public Utilities

44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 70-2023

TITLE: Administrative Analyst 4,
(Infrastructure Project Manager)

SALARY: \$83,619.58 – \$119,250.94

WORKWEEK: 35 hours (NL)

EXISTING VACANCIES: One (1)

OPENING DATE: October 30, 2023

CLOSING DATE: November 17, 2023

DIVISION/LOCATION: Office of
Broadband

At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under general supervision of the Director of Broadband, manages \$50 million Capital Project Funds grant. Performs the analysis and evaluation of internal operations, business practices, methods and techniques of the organization to determine optimal solutions and/or approaches to satisfy agency business needs/initiatives; provides recommendations in support of the agency’s business needs. Prepares and signs official performance evaluations for subordinate staff; does related work as required.

WORK RESPONSIBILITIES

- Supervises employee capital fund work operations.
- Serve as primary point of contact for grantees of the Capital Projects Fund.
- Supervise and/or participates in the gathering and development of business and user requirements, as well as leading and/or participating in Joint Application Design (JAD) sessions.
- Oversee the design and deployment of Last Mile Connections and Middle Mile core projects (pilots and expanded rollout).
- Manage geospatial information system coordinating for the broadband grants.
- Assist in the grant award process including evaluation preparation, drafting award agreements.

- Provide technical assistance to grantees to understand reporting requirements.
- Compile and produce internal and external data, summaries, reports, statistics, or graphic reports agency, state, or federal staff.
- Maintain all project documentation and files.
- Confers with department/agency personnel to analyze current operational procedures, and Federal/State policies pertaining to broadband infrastructure to ensure the Office is in compliance with Federal and State policies.
- Attend meetings and develops relationships with federal, state, and local officials and stakeholders.
- Oversee expenditures and monitors for compliance with state and federal regulations.
- This position will work closely with the IJA staff to fulfill the requirements of the National Telecommunication and Information Administration (NTIA) Broadband Equity Access and Deployment (BEAD) program.

REQUIREMENTS

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

EXPERIENCE: Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

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.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

OPEN TO THE FOLLOWING: Open to BPU employees with permanent status in the competitive division, who meet the requirements and experience stated above.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

WORK AUTHORIZATION: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.