



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY**Job Description**

Job Title: Prequalification Analyst Requisition # 2019-04
Division: Risk Management
Reports To: Prequalification Manager - Risk Management
Grade Level: H15
FL Status: Exempt
Employment Status: Full Time

Job Summary

Coordinates and executes the processes for prequalification of contractors and consultants and maintains vendor database for the school facilities program. Responsibilities include planning, organizing and developing methods and procedures; directing and coordinating program activities; exercising control over specific functions or phases of a program; modifying and updating existing processes as necessary. As requested, may execute any process within the division upon assignment. Residency in New Jersey, in accordance with the New Jersey First Act, is a requirement of this position.

Essential Duties and Responsibilities

1. Coordinates activities relating to contractor and consultant prequalification, assuring adherence to statute and regulations.
2. Reviews prequalification applications for completeness, uniformity and accuracy.
3. Establishes and maintains electronic and paper data, records and files related to the unit.
4. Performs maintenance of SIMS vendor database including addition of new vendor records, creation of payment directives and updating of contact information.
5. Communicates effectively with Intra-divisional departments, NJ Department of Treasury/ Division of DPMC, NJ State Police, contractors, consultants and others as required.
6. Prepares recommendations regarding modifications to the existing processes, offering improvements to processing time or quality of processing.
7. Provides rapid response to questions and status of applications, with thorough understanding of the processes and impacts within all Divisions of the school facilities program.
8. Advances requests for hearings and other legal affairs issues through the established process.
9. Performs special functions, projects and other duties as assigned.

Required Skills and Abilities

1. Highly organized and detail oriented.
2. Ability to handle difficult situations with diplomacy and tact and disagree without being disagreeable.
3. Strong research, analytical and problem solving skills.
4. Demonstrated ability to build and maintain cooperative working relationships with individuals at all levels, both internally and externally.
5. Excellent oral and written communication skills.
6. Ability to manage multiple projects simultaneously.
7. Ability to prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions and recommendations.

Required Education and Experience

1. Bachelor's degree or five years relevant business experience
2. Proficient in Word and Excel; Candidate must be able to learn and utilize various information systems used by the SDA.

Certificates and Licenses Required

None required

Physical Demands

Minimal