



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Chief Contract Administration Section [Classified Competitive]			Salary (&32) \$75,160.59-\$108,992.31
Posting Number 77-18	Position Number 055441	Number of Positions 1	Posting Period * From: 3/16/18 To: 3/30/18
Location: Division of Mental Health and Addiction Services Office of Fiscal Management Operations 5 Commerce Way, Hamilton, NJ 08691		Scope of Eligibility/Open to: All Departments/State Employees	
GENERAL DESCRIPTION			
Under general direction of a supervisory official, develops policy and guidelines for the implementation and administration of servicethrough contractual arrangements or, oversees the administration of statewide construction and/or professional services contracts; does other related work.			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.</p> <p>EXPERIENCE: Five (5) years of experience in work involving contract administration, program administration, financial management and analysis, and/or budgets and management operations of a government or business entity, at least three (3) years of which shall have been in contract administration in a supervisory capacity.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>NOTE: A Master's degree in Business Administration or Public Administration may be substituted for one (1) year of non-supervisory experience.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: <i>PST.DMHASCO@doh.nj.gov</i> • Mail the required documents to: Teresa Lockette, Manager 2, Human Resources Mental Health & Addiction Services, Central Office Reference Posting #77-18 New Jersey Department of Health PO Box 362 Trenton, NJ 08625-0362 <p style="text-align: right;">Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", 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.*
 - ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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