

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Contract Administrator 3	SALARY RANGE: \$89,575.39 - \$127,744.57	POSTING NO.: 298-24	ISSUE DATE: 7/26/2024 CLOSING DATE: 8/9/2024
LOCATION: Central Office, Office of Community Programs – Trenton, NJ			
THIS POSTING IS ONLY OPEN TO THE FOLLOWING:			
<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input checked="" type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions <input type="checkbox"/> Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
<p>Under direction of a supervisory official oversees, reviews, and administers various state contracts and/or grants, and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring; exercises controllership, approval rights and responsibilities, and supervises activities and staff involved in the administration of statewide construction and/or professional service contracts; does other related work.</p> <p><i>More specifically</i>, the candidate selected will supervise the OCP Monitoring and Compliance unit. Responsibilities will include, but are not limited to, traveling to Residential Community Reintegration Programs (RCRPs) statewide to monitor each facility's compliance with their NJDOC contract requirements. Maintaining tracking databases and analyzing data is conducted on a weekly basis.</p> <p>*Note: Rotational on-call duties are required; Occasional weekend site visits are required.</p>			
REQUIREMENTS			
<p>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.</p> <p>Eight (8) years of professional experience involving contract/grant work, project financing, construction management, financial administration, social services administration, and/or budget and management operations of a government or business entity, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work administration.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work administration.</p> <p>OR</p> <p>Possession of a master's degree in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy); and and three (3) years of the above-mentioned professional experience, at least two (2) year of which shall have involved responsibility for some aspect of contract/grant administration.</p>			
BENEFIT(S)*			
<small>*Pursuant to the State/Department's policy, procedures and/or guidelines.</small>			
<p>Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:</p> <ul style="list-style-type: none"> <li style="display: inline-block; width: 45%;">• Alternate Work Week available for some positions <li style="display: inline-block; width: 45%;">• Flexible and Health Savings Accounts (FSA)/(HSA) <li style="display: inline-block; width: 45%;">• Telework available for some positions <li style="display: inline-block; width: 45%;">• Tuition Reimbursement <li style="display: inline-block; width: 45%;">• Deferred Compensation <li style="display: inline-block; width: 45%;">• Public Student Loan Forgiveness (PSLF) <li style="display: inline-block; width: 45%;">• Paid Time Off <li style="display: inline-block; width: 45%;">• Up to \$250 in rewards for exercising <li style="display: inline-block; width: 45%;">• 13 State Holidays <li style="display: inline-block; width: 45%;">• Gym membership discounts <li style="display: inline-block; width: 45%;">• Health and Life Insurance <li style="display: inline-block; width: 45%;">• Diversity & Inclusion events <li style="display: inline-block; width: 45%;">• Pet Insurance available through certain plans <li style="display: inline-block; width: 45%;">• Workplace security, health and safety <li style="display: inline-block; width: 45%;">• Incarcerated Person empowerment and rehabilitation 			
APPLICATION INSTRUCTIONS			
<p>Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.</p> <p>Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To: Civilian Recruitment – Office of Human Resources Central Office Regional Personnel Services, Region 6 P.O. Box 863 Trenton, NJ 08625-0863</p>			

DEDICATION

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HONOR

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INTEGRITY