

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

NOTICE OF JOB VACANCY

TITLE: Contract Administrator 1	SALARY RANGE: \$67,312.27 - \$98,503.27	POSTING NO.: 254-25	ISSUE DATE: 7/11/2025 CLOSING DATE: 7/25/2025
LOCATION: Central Office Headquarters, Office of Substance Abuse Programming and Addiction Service, Contract Compliance Unit – Trenton, NJ		CLASS OF SERVICE: Competitive	
THIS POSTING IS ONLY OPEN TO THE FOLLOWING: <div><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</div> <div><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</div> <div><input type="checkbox"/> Interested individuals who meet the stated requirements</div>			
JOB DESCRIPTION <p>Under the limited supervision of a supervisory official, participates in the review and administration of various contracts and/or grants; provides technical assistance in the areas of contract and/or grant preparation, monitoring and/or evaluation; provides recommendations for contract/grant approval to supervisory staff; does other related duties.</p> <p>More specifically, this position involves overseeing and managing vendor performance and ensuring contract adherence. Key responsibilities include conducting field site visits, observing group treatment sessions and vendor service delivery, evaluating the performance of licensed vendors, and verifying that services align with contractual obligations. The role also supports contract planning, procurement, possible financial oversight, and corrective action planning.</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>Six (6) years of professional experience involving contract/grant work, project financing, construction management, fiscal administration, social service administration, and/or budget and management operations of a government or business entity, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant 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 one (1) year of the above-mentioned professional experience which shall have involved responsibility for some aspect of contract/grant administration.</p> <p>Note: Preference will be given to candidates with experience in substance use treatment and/or working with populations in need of specialized treatment as it relates to field site visits/group observations.</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> <div><div><ul style="list-style-type: none">• Alternate Work Week available for some positions• Telework available for some positions• Deferred Compensation• Paid Time Off• 13 State Holidays• Health and Life Insurance• Pet Insurance available through certain plans</div><div><ul style="list-style-type: none">• Flexible and Health Savings Accounts (FSA)/(HSA)• Tuition Reimbursement• Public Student Loan Forgiveness (PSLF)• Up to \$250 in rewards for exercising• Gym membership discounts• Diversity & Inclusion events• Workplace security, health and safety• Incarcerated Person empowerment and rehabilitation</div></div>			
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> <div><div>Emailed resumes are to be sent only to: Forward Response To:</div><div>Civilian.Recruitment@doc.nj.gov Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</div></div>			