Title: Contract Administrator 1

Posting Number: CIER-2023-13

Open to: General Public

Work Week: NE (35-hour) Work Week

Salary: (P22) $60,711.81 – $86,030.97

Opening Date: 8/28/2023

Closing Date: 9/11/2023

Existing Vacancies: One (1)

Program/Location
- Department of Environmental Protection
- Community Investment & Economic Revitalization
- Green Acres
- 401 East State Street
- Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: 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.

Specific to the Position: Order necessary technical requests (appraisals and surveys) when acquiring State Land Acquisition (SLA) and flood buyout properties. Handle ordering all technical reports required through the request for proposal (RFP) bidding process, award the winning bids, and prepare all necessary Treasury paperwork. Enter in the Access database updates when ordering and when technical reports are received. May conduct field visits and review reports to ensure compliance with federal and state regulations. Administer financial aspects of contract/grant award including procurement, vendor invoice review and voucher processing, financial analysis, quality assurance, change orders and/or investigating disputes and appeals. Collect and analyze data and prepare reports; notify supervisor of problems. Ensure completion of contract/grant closeout, including final invoice payments, compliance inspections and audits. Establish and maintain essential reports, records, and files.

Preferred Skill Set: Well organized, detail oriented, analytical, excellent written and oral communication, customer service, and interpersonal skills. Experience with appraisal bidding land acquisition, conservation organizations or projects, and/or land use planning.

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: Two (2) years of 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.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (1) year of experience involving responsibility for some aspect of contract/grant work.)

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://www.nj.gov/military/veterans/services/civil-service-preference/

Note: Selected candidate shall not be in their working test period at the time of the appointment.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:
Talent Acquisition Team
Division of Human Resources
E-mail Address: DEP-HR-CIERGA.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please tell us how you heard about this position

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit https://nj.gov/csc/same/overview/index.shtml, email SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Posting Authorized By:
Phiroza Stoneback, Manager
Division of Human Resources
The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.