



VACANCY ANNOUNCEMENT

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

Title Contract Administrator 1 [Classified Competitive]			Salary P22 \$57,210.09 - \$81,068.91
Posting Number 345-20	Position Number 953241	Number of Positions 1	Posting Period * From: 12/10/2020 To: 12/24/2020
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness 369 S. Warren St., Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL 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 contracts/grants approval to supervisory staff; does other related duties. Participates in the development and administration of contracts for the provision of services. Participates in conducting the solicitation of Request for Purchase (RFP) bidding process, negotiating and drafting contract language and developing evaluation criteria. Assists in the analysis of new legislation and regulations pertinent to the contract/grant operations of the agency. Prepares evidence for use in courts actions and hearings and give testimony under oath. Provides input into the resolution of audit findings. Participates in evaluating the effectiveness of contracted services and provide consultation and expertise to using agency management. Knowledgeable in the Federal Cost Principles, as applicable to administered grants. Conducts field visits and reviews reports to ensure compliance with and adherence to prescribed agency contract and/or grant policies and procedures and federal and state regulations; recommends changes when required. Participates in conducting contract award meetings and reviews documents to ensure compliance with and adherence to prescribed department-wide contracting policies and procedures and Federal and/or State regulations to ensure the efficiency management of contracts; recommends changes based on monitoring experience. Conducts less complex work associated with the planning and preparation involved in the administration of construction and/or professional service or other contracts. Gathers information used to develop procedure manuals and policy transmittals containing financial and administrative contracting and/or grant application guidelines that comply with all related laws and regulations and promote standardization, administrative and cost efficiency, accountability, and integrity in the contracting and/or grant process, and in the delivery of purchased services. Administers financial aspects of contracts/grant awards, including procurement, vendor invoice review and voucher processing, financial analysis, quality assurance, change orders and/or investigating disputes and appeals. Reviews, audits and resolves discrepancies in consultant and contractor invoices to ensure compliance with financial contract terms. Utilizes the computerized contract and/or grant information system, compiles input data, analyzes output information, and prepares reports. Proficient in System for Administering Grants Electronically (SAGE) Proficient in NJ Comprehensive Financial System (NJCFS).

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

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.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTPHILEP@doh.nj.gov
- Mail the required documents to:
Myrna Rivera, Administrative Assistant 2
Public Health Infrastructure Lab. & Emerg. Prepare
Reference Posting #345-20
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *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.**
- *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53
AUGUST 20