



VACANCY ANNOUNCEMENT

The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.

Title Contract Administrator 3 [Unclassified]			Salary R29 \$78,796.60 - \$112,372.72
Posting Number E287-20	Position Number TBD	Number of Positions 1	Posting Period * From: 09/23/2020 To: 12/23/2020
Location: Division of Epidemiology, Environmental & Occupational Health Office of Assistant Commissioner 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under direction of a supervisory official this position will be the Division COVID Fiscal Lead and will provide fiscal oversight for the entire ELC grant and its supplemental awards, including ELC CARES. This position provides fiscal guidance and spending planning to component managers; establishes and manages the budget including redirections, carryovers, extensions; oversees subrecipient and 3rd party agreements and reporting; oversees and approves encumbrances, professional services, MOAs, time and activity, and other charges; oversees expenditure monitoring, tracking, and compliance with reporting requirements. Supervise and administer the development of contracts for the provision of services, conducts the solicitation or any Request for Purchase (RFP) bidding process, negotiates and drafts contract language, develops evaluation criteria, awards or coordinates the review and selection process for contract awards; monitors contracts for compliance with contract requirements, conducts on-site audits, evaluates effectiveness of services, and provides consultation and expertise to agency management. Exercises review and approval authority over purchase of service proposals and contract/grant modifications. Prepares clear, technically sound, accurate, and informative reports concerning contract proposals and management containing findings, conclusions, and recommendations.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: Four (4) years of 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.

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 two (2) years 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:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Steven Bors, Executive Assistant 4
Epid., Environmental and Occupational Health
Reference Posting #E287-20
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369**

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.

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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.**
 - **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.*