



# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

*State of New Jersey*

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

Title <b>Contract Administrator 2 [Classified Competitive]</b>			Salary <b>P26 \$75,386.19 - \$107,247.18</b>
Posting Number <b>261-24</b>	Position Number <b>961873</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 4/12/2024 To: 4/26/2024</b>
Location: <b>Division of Management and Administration Office of Grants and Auditing 55 North Willow Street, 6<sup>th</sup> Floor, Trenton, NJ 08615</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>

### GENERAL DESCRIPTION

The Contract Administrator 2 will report to a Contract Administrator 3 within the Grants and Auditing program within the Division of Management and Administration.

This position will be responsible for administering grants as a Grant Management Officer (GMO). This includes, but is not limited to, assisting program staff with grant program development, evaluating applications, negotiating budgets, performing risk assessments, drafting agreements, completing financial transactions, preparing monitoring plans, reviewing reports, approving payments, addressing deficiencies, and assisting with the resolution of audit findings. This position will also support the overall development of grant policy and procedure documents.

This Contract Administrator 2 will provide technical assistance on all aspects of the Department's grant system, including the System for Managing Grants Electronically (SAGE) help desk. The position will coordinate the receipt of technical assistance requests and the provision of technical assistance services for both Department personnel and external stakeholders.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**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.

Seven (7) years of professional experience involving contract/grant work, project financing, construction management, fiscal administration, social services 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) 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.

OR

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 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.



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**NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.**

**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:  
***PSTMA@doh.nj.gov***
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #  
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.*



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(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, visit their website at:

<https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**