



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Carole Johnson
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	#180-18	ISSUE DATE	12/12/2018	CLOSING DATE	12/26/2018
TITLE	Contract Administrator 1	RANGE	P 22		
LOCATION	Division of Mental Health & Addiction Services	SALARY	\$56,088.32 - \$79,479.32		
	Office of the Chief of Staff	OPEN TO	Current State employees		
	Mental Health Fee-for-Service Unit 5 Commerce Way Hamilton, NJ 08691				
DEFINITION	<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>Working closely with Division staff, performs contract review and processing, assists with unit projects and research, and helps to ensure that provider agencies receive timely reimbursement and adequate assistance with problems related to claims submission. Performs ongoing monitoring and analysis to ensure that payment errors are reduced or eliminated and that established rates are appropriate to ongoing program needs.</p>				
REQUIREMENTS					
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	<p>Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>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.)</p>				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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 NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: mhsresume@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer