



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

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

JOB POSTING #:	220-26	ISSUE DATE:	7/15/2026	CLOSING DATE:	7/29/2026
TITLE:	Contract Administrator 2				
LOCATION:	Division of Aging Services Office of Area Agencies on Aging Administration 12 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P26		
		SALARY:	\$83,582.01 - \$122,831.91		
		UNIT SCOPE:	K930, K960, K970		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NJ State Employees with Underlying Permanent Status				
DESCRIPTION					
DEFINITION:	Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.				
SPECIAL NOTE:	In addition to the above, this position will also: • Design and provide online, telephonic and on-site/off site educational sessions, technical assistance and training. Provide guidance and technical assistance to partners and providers. • Analyze service provision data, prepare reports, and analyze reports to make recommendations for program improvements and changes. • Ensure adherence to state and federal standards and quality assurance guidelines. • Collaborate with IT as the primary point of contact for training and technical assistance relating to the Division of Aging Services (DoAS) Care/Case management system. • Ensure timely submission of annual Older Americans Act Performance System (OAAPS) reports to the Administration for Community living, improving the uses and results of Mon Ami (C/CMS) and pulling periodic data to monitor aging services programs for status based on the goals of the division.				
REQUIREMENTS					
REQUIREMENTS:	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. 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.				
SPECIAL NOTE:	The preferred candidate for this position will have: • Knowledge of client information database management. • Ability to apply organizational and problem-solving skills to data quality assurance. • Ability to communicate in a variety of formats including interpersonal, presentation, written, and verbal. • Ability to comprehend, analyze, interpret, and communicate program rules, regulations, standards, and policies and apply them to database utilization, maintenance, reporting, and training. • Ability to comprehend, translate, and articulate what data indicates. • Ability to work with large data sets. • Ability to work with basic statistical information and methodology.				

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 NOTICES	
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> 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.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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 its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
TELEWORK:	Certain positions may be eligible to participate in the Department's " Telework Program ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.
EMPLOYEE BENEFITS:	In accordance with the <i>Pay Transparency Act</i> , the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.
FILING INSTRUCTIONS	
Forward a cover letter, resume, and transcript (if applicable) electronically to: DoAS.Resume@dhs.nj.gov. You must include the Job Posting #, and Last Name in the subject line of your email. Example: (123-25, Smith)	

New Jersey Department of Human Services is an Equal Opportunity Employer