



## State of New Jersey

Office of the Attorney General  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
Juvenile Justice Commission  
P.O. Box 107  
Trenton, New Jersey 08625-0107

Philip D. Murphy  
Governor

Matthew J. Platkin  
Attorney General

Tahesha L. Way  
Lt. Governor

Jennifer LeBaron, Ph.D.  
Executive Director

July 25, 2024

### NOTICE OF JOB VACANCY JJC #118-24

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Contract Administrator 3

**SALARY:** \$89,575.39 to \$127,744.57

**LOCATION:** [Juvenile Justice Commission](#)  
Office of Fiscal & Budget  
1001 Spruce Street Suite 202  
Ewing, NJ 08638

**DUTIES:** Under direction of a supervisory official oversees, reviews, and administers various state contracts and/or grants, and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring; exercises controllership, approval rights and responsibilities, and supervises activities and staff involved in the administration of statewide construction and/or professional service contracts; does other related work. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/51250.htm](http://info.csc.state.nj.us/jobspec/51250.htm)

### **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.

Eight (8) years of professional 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.

**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 and three (3) years of the above-mentioned professional experience, at least two (2) year of which shall have involved responsibility for some aspect of contract/grant administration.

**EDUCATION:** Possession of a bachelor's degree from an accredited college or university.

**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 essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. 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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #118-24 a current resume and unofficial college transcripts or a copy of your college degree (if applicable) on or before the closing date of **August 8, 2024** to the Recruitment Officer at [jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov).

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.



**REALIZING POTENTIAL & CHANGING FUTURES**

New Jersey Is An Equal Opportunity Employer  
Printed on Recycled Paper and Recyclable

