

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625  
NOTICE OF JOB VACANCY**

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**ISSUE DATE:** October 13, 2021

**CLOSING DATE:** October 27, 2021

**OPEN TO:** Open to State Employees Only

**POSTING #** STA-2021 -030

**DIVISION:** Division of Administration

**SALARY:** \$58,354.29-\$82,690.29

**TITLE:** Contract Administrator 1

**Location:** 33 W. State St., Trenton N.J.

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**POSITION DESCRIPTION:** 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.

**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:** 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 one (1) year of experience involving responsibility for some aspect of contract/grant work.)

**PREFERRED EXPERIENCE:** Experience in Blue Sage processing grant orders, payment vouchers, running reports and experience in NJCFS system with processing A1's and GO's is preferred.

**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.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement number STA 2021- 030 in the subject, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00 P.M. Eastern Standard Time) to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

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