

NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625
NOTICE OF PROMOTIONAL OPPORTUNITY

ISSUE DATE: November 23, 2021

CLOSING DATE: December 7, 2021

OPEN TO: Department of State/Division of Administration Only

POSTING # STA-2021 -034

SALARY: \$80,372.53 - \$114,620.23

DIVISION: Division of Administration

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

TITLE: Contract Administrator 3

DEFINITION: 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.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of 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.

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 two (2) years of experience involving responsibility for some aspect of contract/grant work).

PREFERRED EXPERIENCE:

- Minimum of 5 years' experience in grant administration
- Minimum of 3 years' experience in Blue SAGE.
- Minimum of 2 years' experience in performing grantee desk audit and field financial audits
- Have knowledge of federal grant reporting systems (i.e. eGrants, PMS (Payment Management System), Grants.gov, etc.

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: Interested candidates must submit a cover letter with announcement number in the subject, resume and employment application to Employment.Recruiter@sos.nj.gov. All applications must be received by close of business (5:00PM EST) on the closing date. Employment applications can be found here <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>.

The New Jersey Department of State is an Equal Opportunity Employer