



# NEW JERSEY DEPARTMENT OF STATE

## NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2024-021	<b>OPEN TO:</b> State Employees
<b>ISSUE DATE:</b> June 7, 2024	<b>CLOSING DATE:</b> June 21, 2024
<b>TITLE:</b> Contract Administrator 3 Range R29/Title Code 51250	<b>SALARY:</b> \$86,546.27– \$123,424.67
<b>DIVISION:</b> Administration	<b>Location:</b> Trenton, NJ

**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.

**NOTE:** This position will provide fiscal support to all DOS grants and grant-funded programs; contractual oversight, administer all grant documents, and contract maintenance on an ongoing basis; have fiscal responsibility for Federal and State in Aid Grant Appropriations, provide all fiscal functions including budget approval, close-out, and fiscal monitoring; Supervise the Grant unit, oversee multiple grants both small and large; manage, approve, and track all provider contracts, letters of agreement, and other grant management functions through, and with the assistance of the System for Administering Grants Electronically (SAGE).

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### 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 bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, 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.

**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:** Appointee 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 duties of the position.

#### **IMPORTANT NOTICE**

**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.

**SAME APPLICANTS:** If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

#### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** **Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date.** You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer