



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

|   |   |                    |                            |                      |           |
|---|---|--------------------|----------------------------|----------------------|-----------|
| <b>JOB POSTING #:</b>   | 209-24  | <b>ISSUE DATE:</b> | 5/1/2024                   | <b>CLOSING DATE:</b> | 5/15/2024 |
| <b>TITLE:</b>   | Contract Administrator 2  |                    |                            |                      |           |
| <b>LOCATION:</b>  | Division of Mental Health and Addiction Services<br>Contracts Unit<br>5 Commerce Way<br>Hamilton NJ 08691   | <b>RANGE:</b>      | P26                        |                      |           |
|   |   | <b>SALARY:</b>     | \$75,386.19 - \$107,247.18 |                      |           |
|   |   | <b>UNIT SCOPE:</b> | K950                       |                      |           |
| <b>OPEN TO:</b>   | Current NJ <u>State Employees</u> with Underlying Permanent Status  |                    |                            |                      |           |
| <b>DESCRIPTION</b>  |   |                    |                            |                      |           |
| <b>DEFINITION:</b>  | 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.  |                    |                            |                      |           |
| <b>SPECIAL NOTE:</b>  |   |                    |                            |                      |           |
| <b>REQUIREMENTS</b>   |   |                    |                            |                      |           |
| <b>REQUIREMENTS:</b>  | <b>NOTE:</b> 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.  |                    |                            |                      |           |
|   | <b>OR</b>   |                    |                            |                      |           |
|   | 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.   |                    |                            |                      |           |
| <b>REQUIREMENTS:</b>  | <b>OR</b>   |                    |                            |                      |           |
|   | 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.   |                    |                            |                      |           |
| <b>NOTE:</b> "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. |   |                    |                            |                      |           |
| <b>SPECIAL NOTE:</b>  |   |                    |                            |                      |           |
| <b>LICENSE:</b>   | 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.  |                    |                            |                      |           |
| <b>IMPORTANT NOTICES</b>  |   |                    |                            |                      |           |
| <b>NOTE FOR FOREIGN DEGREES:</b>  | Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.  |                    |                            |                      |           |
| <b>RESIDENCY:</b>   | Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment. |                    |                            |                      |           |
| <b>DRUG SCREENING:</b>  | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. 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 to proceed with the testing.  |                    |                            |                      |           |
| <b>NOTE:</b>  | * Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.<br>* <u>Telework</u> : This position may be eligible to participate in the Department's pilot " <u>Telework Program</u> ", 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.

\* *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: [CSC-Same@csc.nj.gov](mailto:CSC-Same@csc.nj.gov) , or call 609-292-4144, option 3.

#### FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: [DHS-HRAdmin.Resumes@dhs.nj.gov](mailto:DHS-HRAdmin.Resumes@dhs.nj.gov)  
You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer