

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR- 0069

**ISSUE DATE:** April 11, 2013

**TITLE:** Contract Administrator 3

**CLOSING DATE:** April 25, 2013

**DIVISION/UNIT:** Housing & Community Resources  
Office of Administration & Operations

**LOCATION:** 101 S. Broad Street

**SALARY RANGE:** S29 - \$72,252.21 – 103,039.77

**POSITION(S):** 1

**DISTRIBUTION:** STATEWIDE

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**DESCRIPTION OF MAJOR DUTIES:**

Under direction of a Manager of the Office of Administration & Operations, 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.

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**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; and one (1) year of which shall include supervisory responsibility including preparation of employee evaluations of staff.

**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) or a current license or registration valid in New Jersey as a Professional Engineer, Certified Public Accountant or Attorney at Law 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.)

**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.

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- A promotable eligible exists within the unit scope.  
 A promotional or open competitive list exists.  
 Depending upon the qualifications of applicants, appointment may be made at a lower level.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Human Resources Director  
New Jersey Department of Community Affairs  
HR# 0069  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.