State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0115

ISSUE DATE: November 6, 2014

TITLE: Contract Administrator 3

CLOSING DATE: November 20, 2014

DIVISION / UNIT: Sandy Recovery Division

SALARY RANGE: R29: $74,251.79 - $105,891.38

LOCATION: 101 South Broad Street
Trenton, NJ

POSITIONS: 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under the direction of the Division Director, the Contract Administrator 3 will be responsible to work with the Sandy Recovery Division to establish, manage and supervise contracts with a total value in excess of $50 million annually. Responsibilities include, reviewing requests for procurement and contract services for sufficient legal terms in accordance with New Jersey State and Federal procurement law, providing supervision and guidance to contract staff in the process of establishing procurement contract methodologies, assigning work assignments, hiring, performance evaluations, etc. and preparing and coordinating highly complex, formal solicitations for technical or complicated procurements through design, finalization, advertisement, release, modifications, closing, evaluation, protest, award and post-award administration.

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 supervisory responsibility including preparation of employee evaluations of staff is preferred.
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

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

Office of Human Resources
New Jersey Department of Community Affairs
HR#0115
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer