



NEW JERSEY DEPARTMENT OF AGRICULTURE
200 RIVERVIEW PLAZA
P.O. BOX 330
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY

TITLE: Contract Administrator 2	ANNOUNCEMENT #: 34-25	ISSUE DATE: 10/9/2025 CLOSING DATE: 10/31/2025
SALARY RANGE: \$80,755.57-118,678.17		☐ DEPARTMENT WIDE ☒ STATEWIDE ☐ GENERAL PUBLIC
LOCATION: Division of Food and Nutrition, Trenton, NJ		
JOB DESCRIPTION		
Under the direction of a supervisory official, administers and exercises review and/or approval authority over various contracts; provides technical assistance in contract preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract administration; and/or processes contracts related to School Nutrition Programs, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.		
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. EDUCATION/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. OR 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. 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 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. 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. SPECIAL NOTE: Preference will be given to candidates with understanding of Federal and State regulations regarding procurement and contracts. OR SPECIAL NOTE: Preference will be given to candidates with strong computer skills and adept at learning systems, and experience using contract management systems for managing compliance documentation. OR SPECIAL NOTE: Preference will be given to candidates with experience working directly with school food service contracts. 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 essential duties of the position. FOREIGN DEGREES: 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, and failure to submit the required evaluation may result in an ineligibility determination. NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must be evaluated for accreditation by the closing date of this posting. Transcripts must be submitted with a resume. Failure to comply with these requirements may result in ineligibility. AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.		

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

IMPORTANT NOTICE

Effective September 1, 2011, 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 an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) 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, or call CSC at (609) 292-4144, option 3.

BENEFIT(S)*
*Pursuant to the State/Department's policy, procedures and/or guidelines.

Statewide benefits include:	
Deferred Compensation	Paid Time Off
Health and Life Insurance	State Holidays
Flexible and Health Savings Accounts (FSA) (HSA)	Up to \$250 in rewards for Wellness Program
Alternate Work Week available for some positions	Telework available for some positions

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer