

# NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625  
www.state.nj.us/agriculture

**POSITION TITLE:** Contract Administrator 3

**ISSUE DATE:** May 21, 2019

**CLOSING DATE:** June 5, 2019

**SALARY:** \$77,251.57 - \$110,169.34

**ANNOUNCEMENT NUMBER:** 18-19

**LOCATION:** Trenton, New Jersey, Division of Food and Nutrition  
(Periodic statewide field work travel is required)

## **OPEN TO CURRENT PERMANENT STATE EMPLOYEES ONLY**

### **POSITION DESCRIPTION**

Under the supervision and direction of a Nutrition Program Specialist 3 or other supervisory officer in the Division of Food and Nutrition, New Jersey Department of Agriculture, will approve and manage approximately 800 solicitations and contracts between New Jersey School Districts and Food Service Management Companies. The Contract Administrator's role in the contract process requires close collaboration with various units within the State Agency including the School Nutrition Programs Unit, Information Technology Unit, Procurement Team and Legal Specialist. This position will be responsible for supervising a team of 3-5 staff members also assigned contract review and will provide sponsor/vendor training as necessary. The Contract Administrator will also oversee and facilitate the USDA Procurement Review process with contracted vendor. Does other related work as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college of 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.

**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) 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).

**NOTE:** Applicants with proficiency in Microsoft Office applications preferred.

**NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

**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.

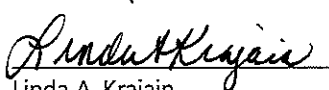
**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain 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.02

**\*\* 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.

### **APPLICANT INFORMATION**

Applicants should submit a cover letter with announcement number, resume, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625 or to [njdajobs@ag.state.nj.us](mailto:njdajobs@ag.state.nj.us).

POSTING AUTHORIZED BY:

  
Linda A. Krajain  
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer  
Minorities and women are encouraged to apply.