



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



**NOTICE OF JOB VACANCY**

|                                                                                                                                                 |                                                                                                                                      |                                                            |
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| <b>TITLE:</b> Grant Manager II<br>(Will hire through Temporary Employment Services. Position expected to last 12 months, may extend if needed.) | <b>ANNOUNCEMENT #:</b> 39-26                                                                                                         | <b>ISSUE DATE:</b> 9/24/26<br><b>CLOSING DATE:</b> 10/8/26 |
| <b>SALARY RANGE:</b> \$48.18 per hour                                                                                                           | <input type="checkbox"/> DEPARTMENT WIDE<br><input type="checkbox"/> STATEWIDE<br><input checked="" type="checkbox"/> GENERAL PUBLIC |                                                            |
| <b>LOCATION:</b> Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625                                                                |                                                                                                                                      |                                                            |

**JOB DESCRIPTION**

Under the direction of a supervisory official, the Grant Manager will participate in the review, administration, and monitoring of departmental grants. This position assists in securing new funding opportunities, provides technical assistance related to grant administration and evaluation, and makes recommendations regarding grant approvals. Additional related duties may be assigned.

**Key Responsibilities:**

- Assist in preparing grant applications and monitor expenditures for assigned grant programs.
- Review federal and state grant applications, agreements, and accounting documents to verify accurate budget information, compliance with grant conditions, and proper utilization of funds.
- Maintain records of assigned federal and state grants, including total funds and required state match.
- Assess and monitor grant award terms and conditions.
- Conduct internal financial reviews of grant agreements to project expenditures through the end of the grant period, compute variances, and recommend budget amendments or modifications as needed.
- Collaborate with departmental divisions to prepare project applications, provide technical assistance for grant applications, and establish administrative and evaluation procedures to analyze the cost-benefit of specific grant programs.
- Prepare Financial Status Reports (FSR) in accordance with federal, state, and local regulations.
- Prepare drawdown or reimbursement requests for eligible disbursements of federal and state grants.
- Establish required receivables for grant awards and ensure proper funds are set up in operating accounts for program use.
- Ensure that all reimbursements and drawdowns are supported by detailed accounting records and credited to the proper accounts.
- Prepare supplemental appropriation requests for federal and state grants as needed.
- Draft audit responses for assigned grants and assist in resolving questioned costs and audit issues.
- Produce reports and statistical data relevant to federal and state funding within the department.
- Conduct field monitoring and desk audits.
- Prepare correspondence; maintain grant records and files; and participate in and conduct webinars, training sessions, and meetings relevant to funding programs.
- Does other related duties.

**Knowledge & Abilities:**

- Knowledge of grant standards, policies, procedures, regulations, and accounting systems.
- Knowledge of OMB regulations and applicable state and federal circulars.
- Understanding of federal and state funding processes and their application within the department.
- Ability to analyze grant-funded programs, identify deficiencies, and recommend corrective action.
- Ability to maintain collaborative relationships with federal, state, and departmental units.
- Ability to prepare clear reports and correspondence. Ability to identify and resolve issues in grant administration.
- Knowledge of cost allowability, contract grant budgeting, matching fund accounting, and procurement guidelines.
- Familiarity with Request for Proposals (RFP), Request for Quotes (RFQ), and Request for Application (RFA).
- Ability to reconcile revenue and expenditures.
- Proficiency in Excel, Word, Power Point, and System for Administering Grants Electronically (SAGE).

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a bachelor's degree.

**EXPERIENCE:** A minimum of (4) years of professional experience in grant management, program management, finance, budget or fiscal management.

**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. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**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.

**AUTHORIZATION TO WORK:** Selected candidates 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 must 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 seven 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 applicants 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](mailto: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](mailto: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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

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