



New Jersey Department of Environmental Protection

Notice of Vacancy - Hourly

Title: Grants Administrator

Posting Number: SPFHS-2024-1T

Open to: General Public

Work Week: 35 hours a week for approximately 4 years

Hourly Rate: \$25.00 – \$30.00 per hour (Commensurate with experience and qualifications)

Opening Date: 2/29/2024

Closing Date: 4/4/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
State Parks, Forests & Historic Sites
Urban and Community Forestry
501 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the direction of a supervisory official in a state department or agency, is responsible for the management of assigned federal sub-grants within the Department. Does related work as required.

The appointee will be employed by a staffing agency to work for the NJ DEP.

Specific to the Position: The appointee will handle all aspects of grants administration, including sub-grant agreements, monitoring grantee progress, dispersing of funds, and status reports. Will ensure compliance with state and federal grant requirements and maintain accuracy of grantee information in the NJDEP SAGE electronic grant system and grants database. The appointee will interact with grantees and coordinate with program staff to successfully manage grant projects to completion.

Preferred Skill Set: Two years of experience in the coordination of grant funding or contract management for a public or private organization.

Requirements

Education: Graduation from an accredited college or university with an Associate degree or higher.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and

transcripts must be evaluated by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

NOTE: Applicants who do not possess the required education may substitute experience in grant or contract management for a public or private organization on a year-for-year basis.

Experience: Two years of experience in the coordination of grant funding or contract management for a public or private organization.

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-SPFHS.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.