Title: Contract Administrator 2

Posting Number: SRWMP-2022-14

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (P26) $71,408.73 — $101,588.61

Opening Date: 6/8/2022

Closing Date: 6/24/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
   Site Remediation & Waste Management Program
   Enforcement, Technical & Financial Support
   Financial Support & Contract Admin
   401 East State Street
   Trenton, NJ 08625

Scope of Eligibility: Open to permanent NJ State employees in a competitive title, who meet the requirements below.

Description: Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.

Specific to the Position: The appointee will be responsible for the following: assisting with the development and review of RFPs (Requests for Proposal); serving on RFP evaluation committees; interpreting contract requirements; reviewing funding requests and purchase order requests against various price lines, as well as the contract to discern that everything requested is allowable; assisting with the review and processing of contract modifications; assisting in processing purchase orders; other duties as required.

The appointee will assist the Financial Services Element in contract administration, RFP development, contract modifications, processing purchase orders, serving as both voting and non-voting member on RFP evaluation committees, and interpreting contract terms to ensure funding requests as well as purchase order requests comport with what is authorized in the contract.

Requirements
Education: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: Three (3) years of 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.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. 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 one (1) year 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.

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.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

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://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Sarah Barrett
Site Remediation & Waste Management Program
E-mail Address: SRWMP_Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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.