Notice of Vacancy

Filling of this position is contingent upon further approval process.

Posting Number: WLM-2022-4T

Title: Grant Administrator (Temporary Position)

Salary: $25.00/hour

Opening Date: May 27, 2022

Closing Date: June 13, 2022

Existing Vacancies: Two (2)

Workweek: To be determined

Program/Location: Department of Environmental Protection

Watershed and Land Management Program
Division of Watershed and Land Management
Bureau of Watershed Management
501 East State Street – 1st Floor
Trenton, NJ 08625

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

Specific to the Position: Oversees, reviews, and implements aspects of contracting for the Water Quality Restoration Grant Program and/or Stormwater Management Grant Program. Ensures that the grantee is implementing the projects in accordance with the approved scope of work and it is completed by the contract expiration date. Exercises review over grantee quarterly progress reports and budget expenditures; is responsible for completing any Federal and/or State reporting as required by funding source; reviews and resolves discrepancies in consultant and contractor invoices to ensure compliance with financial contract terms; processes any contract and/or budget modifications such as: scope of work changes, no cost time extensions, or transfers of money from one budget category to another that may occur during the contract term.

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.

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.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 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.

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:

Sam Baldeo
Watershed and Land Management
E-mail Address: LUM.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.