



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

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| JOB POSTING #: | 094-25 | ISSUE DATE: | 4/21/2025 | CLOSING DATE: | 5/5/2025 |
| TITLE: | Contract Administrator 1 | | | | |
| LOCATION: | Division of Medical Assistance and Health Services Office of the Chief of Operations 7 Quakerbridge Plaza Hamilton, NJ 08619 | RANGE: | P22 | | |
| | | SALARY: | \$65,036.01 - \$92,158.59 | | |
| | | UNIT SCOPE: | K250 | | |
| | | SERV. CLASS: | Competitive | | |
| OPEN TO: | <u>NJ State Employees</u> with Underlying Permanent Status | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | Under the limited supervision of a supervisory official, participates in the review and administration of various contracts and/or grants; provides technical assistance in the areas of contract and/or grant preparation, monitoring and/or evaluation; provides recommendations for contract/grant approval to supervisory staff; does other related duties. | | | | |
| SPECIAL NOTE: | The desired candidate will/be: <ul style="list-style-type: none">• Committed to serving people the best way possible through government healthcare programs.• Conduct information searches in electronic or manual file systems• Utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.• Emit positive energy and eagerness to embrace diverse colleagues and communities.• Motivated to work independently and in teams towards shared goals.• Work, learn, and grow in a legal office setting. | | | | |
| REQUIREMENTS | | | | | |
| REQUIREMENTS: | Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Six (6) years of professional experience involving contract/grant work, project financing, construction management, fiscal administration, social service 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. OR Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration. OR Possession of a master's degree in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy); and one (1) year of the above-mentioned professional experience which shall have involved responsibility for some aspect of contract/grant administration. NOTE; "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions. | | | | |
| 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. | | | | |
| IMPORTANT NOTICES | | | | | |
| NOTE FOR 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. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| RESIDENCY: | Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to 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 7 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 he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment. | | | | |

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| DRUG SCREENING: | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing. |
| NOTE(S): | <p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> |
| FILING INSTRUCTIONS | |
| <p>Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov</p> <p>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)</p> | |

New Jersey Department of Human Services is an Equal Opportunity Employer