



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2026 - 035 - S | ISSUE DATE: March 26, 2026 | CLOSING DATE: April 9, 2026 |
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| TITLE: Contract Administrator 1 | OPEN TO: State Wide (all Departments/State Employees) |
| DIVISION: Pensions and Benefits | TITLE CODE: 51254 RANGE: P22 |
| UNIT: Contracts and Procurements | WORKWEEK: NE (35 hours) |
| LOCATION: 50 West State Street, 7th Floor, Trenton, NJ | SALARY RANGE: \$67,312.27 - \$98,503.27 |

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking a Contract Administrator 1. 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; list of duties includes:

- **Assist in Drafting Procurement Documents:** Support the Division's contract managers in drafting Requests for Proposals (RFPs), Requests for Quotations (RFQs), and other procurement or re-procurement documents to be submitted to the Division of Purchase and Property (DPP) or through the waiver process. Ensure accuracy and compliance with state and federal guidelines.
- **Prepare Annexes and Documentation:** Prepare annexes, including price sheets and other required documentation, under the direction of contract managers or pension/health benefit specialists.
- **Support Authorizations:** Assist in obtaining necessary authorizations or pre-authorizations required for procurement or re-procurement actions, including from OIT, risk management, the Office of Management and Budget (OMB), the Attorney General's (AG) office, and other entities as needed.
- **Assist in Waiver Process:** Assist with all actions required for waiver process, including submitting service requests, indicating funding sources, and providing justifications for waivers. Ensure approvals from supervisors and department directors are obtained prior to routing to DPP and/or other applicable offices. Track request status and ensure compliance with guidelines.
- **Support Procurement Process:** Provide support with follow-ups and respond to inquiries from the Division of Purchase and Property (DPP) to facilitate the procurement activities.
- **Contract Management Support:** Assist with contact management by monitoring compliance, tracking key deadlines, and maintaining accurate records of contract documents. Initiate re-procurement processes in a timely manner to allow DPP adequate time to procure required services or product.
- **Compliance Monitoring:** Support Compliance monitoring with state and federal regulations and help prepare reports with findings and recommendations.
- **Support Financial Reviews:** Support managers or supervisors in reviewing financial annexes, budgets, financial reports, budget revisions, and audits related to contracts and procurements.
- **Conduct Market Research:** Research and analyze market trends, supplier options, and pricing to support procurement decisions and strategy development.
- **Vendor Communication:** At the direction of contract managers, health or pension managers, or leadership, draft communications or contact vendors to gather information, clarify requirements, and address any questions or issues.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

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 below-mentioned professional experience 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 below-mentioned professional experience, at least one (1) year of which shall have involved responsibility for some aspect of contract/grant administration.

-OR-

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-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

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 judgement and make accurate and informed decisions.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on April 9, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026- 035 - S Contract Administrator 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer