



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 119 - S	ISSUE DATE: August 25, 2026	CLOSING DATE: September 23, 2026
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TITLE: Contract Administrator 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Pensions and Benefits	TITLE CODE: 51250 RANGE: R29
UNIT: Contracts and Procurement	WORKWEEK: NL (35 hours)
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$95,955.40 - \$141,386.20

JOB DESCRIPTION

The Department of the Treasury, Division of Pensions and Benefits is seeking Contract Administrator 3 within the Contracts and Procurements Unit. Under the general supervision of a supervisory official, the Contract Administrator 3 will perform the following duties:

- Supervise and administer the development of contracts for the provision of services, conducts the solicitation or Request for Purchase (RFP) bidding process, negotiates and drafts contract language, develops evaluation criteria, awards or coordinates the review and selection process for contract awards
- Supervise the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.
- Supervise the development of procedure manuals and policy transmittals of financial and administrative contracting guidelines in accordance with applicable laws and regulations.
- Responsible for obtaining necessary authorizations or pre-authorizations required for procurement or re-procurement actions.
- Conduct contract award meetings and review documents to ensure compliance with and adherence to prescribed agency contracting policies and procedures.
- Assist in all actions required for waiver process, including submitting service requests, indicating funding sources, and providing justifications for waivers.
- Act as liaison and mediator with using agencies, project managers and contractors; interprets and resolves disputes about contract terms.
- Perform other duties as needed.

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:

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.

Eight (8) years of professional experience involving contract/grant work, project financing, construction management, financial administration, social services administration, and/or budget and management operations of a government or business entity, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work administration.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work 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 three (3) years of the above-mentioned professional experience, at least two (2) year of 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.

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.

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 September 23, 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 “**2026-119-S Contract Administrator 3**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer