



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR23-0173

ISSUE DATE: 9/14/2023

TITLE: Contract Administrator 2

CLOSING DATE: 9/21/2023

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Program Oversight and Development

LOCATION: 101 S. Broad Street, Trenton, NJ

SALARY RANGE: P26 \$72,836.90 - \$103,620.41

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the limited supervision of a Contract Administrator 3, participates in the review and administration of various grants / contacts and provides technical assistance in the areas of grants / contract management, including, but not limited to Community Development Block Grant – Disaster Recovery (CDBG-DR) and American Recovery Plan (ARP) funded programs and initiatives. Develops and administers federal and state grants / contracts for housing and infrastructure programs. Conducts the solicitations or Request for Proposal bidding process and / or develops evaluation criteria for the selection of grant recipients for federal funding. Participates in the development of procedures and policies for the administration of federal funding that guide financial and programmatic compliance of grant /contract recipients. Conducts contract award meetings and reviews documents to ensure compliance to prescribed agency, federal and state regulations. Provide training to lower-level staff on the computerized contract / grant information system (SIROMS) to compile data and prepare reports. Oversee and tracks the federal funding under contracts / grants over the period of performance. Provide technical assistance to partner partners in the areas of grants / contract management of federal funds. May coordinate the activities of lower-level staff responsible for contract / grant administration. Collect and analyze data, prepares reports, and notifies supervisor of problems.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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

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.

NOTE: 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) years of experience involving responsibility for some aspect of contract/grant work.)

SPECIAL TRAINING: NA

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.

ADDITIONAL NOTES: SAME APPLICANTS: If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR23-0173
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer