



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0044

ISSUE DATE: 3/7/2024

TITLE: Contract Administrator 1

CLOSING DATE: 3/28/2024

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

LOCATION: Trenton, NJ

SALARY RANGE: P22: \$62,836.72 - \$89,042.11

NUMBER OF POSITIONS: 3

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under the limited supervision of a Contract Administrator 3, participates in the administration of various grants / contacts in the areas of grants / contract management, including, but not limited Community Development Block Grant – Disaster Recovery (CDBG-DR) and American Recovery Plan (ARP) funded programs and initiatives.

Assists in the development and administration of federal and state grants / contracts for housing and infrastructure programs. May participate in the preparation of solicitations or Request for Proposal bidding process and / or assists in the development of evaluation criteria for the selection of grant recipients for federal funding. Gathers information used to develop procedures and policies for the administration of federal funding that guide financial and programmatic compliance of grant /contract recipients. Conduct field visits / inspections and reviews reports to ensure compliance with and/or grant policies and procedures and federal and state regulations; Utilize the computerized contract and/or grant information system, compiles input data, analyzes output information, and prepares reports. Coordinate contract award meetings and assists in the preparation / review of documents to ensure compliance to prescribed agency, federal and state regulations. May participate in completing project closeout, including compliance inspections. Assists in tracking federal funding under contracts / grants over the period of performance. Maintain essential reports, records and files.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: NOTE: 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.

EXPERIENCE: .

SPECIAL TRAINING: ..

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: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. 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.

- ☐ 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
HR24-0044
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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.