



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly - Repost

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**Title:** Grants Administrator

**Posting Number:** WLM-2024-1H

**Open to:** General Public

**Work Week:** 35 hours per week

**Hourly Rate:** \$25.00 per hour

**Opening Date:** 5/28/2024

**Closing Date:** 6/18/2024

**Existing Vacancies:** Two (2)

**Program/Location**

Department of Environmental Protection  
Watershed & Land Management  
Watershed Protection & Restoration  
Bureau of Watershed Management  
501 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the direction of a supervisory official, in a state department or agency, is responsible for the management of assigned federal and private grants within the department and the development of methods and means to secure new funds for proposed programs; does other related duties.

**The appointee will be employed by a staffing agency to work for the NJ DEP.**

**Specific to the Position:** Oversees, reviews, and implements aspects of contracting for the Water Quality Restoration Grant Program. Ensures that the grantee is implementing the projects in accordance with the approved scope of work, and it is completed by the contract expiration date. Exercises review over grantee quarterly progress reports and budget expenditures; is responsible for completing any Federal and/or State reporting as required by funding source; reviews and resolves discrepancies in consultant and contractor invoices to ensure compliance with financial contract terms; processes any contract and/or budget modifications such as: scope of work changes, no cost time extensions, or transfers of money from one budget category to another that may occur during the contract term.

**Preferred Skill Set:** Strong organizational skills and ability to multi-task. Ability to recognize and identify problems, prepare analytical reports containing problem statements, data analyses, conclusions, and recommendations. Ability to gather, analyze and prepare reports on data collected. Knowledge of cost accounting principles and records, principles of cost allowability and reasonableness, contract/grant budget principles, principles of matching fund accounting, and procurement guidelines.

# Requirements

## Education:

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**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 essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

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**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:**

Talent Acquisition Team

Division of Human Resources

E-mail Address: [DEP-HR-WLM.Resumes@dep.nj.gov](mailto:DEP-HR-WLM.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**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 by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

## Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**