



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

REPOST: APPLICANTS WHO APPLIED TO ANNOUNCEMENT 24-23 NEED NOT APPLY

TITLE: Government Representative 3 - Unclassified (Grants Coordinator)	ANNOUNCEMENT #: 54-23	ISSUE DATE: 9/11/2023 CLOSING DATE: 9/25/2023
SALARY RANGE: \$68,000 - \$75,000 – Based on experience.	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE ONLY <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		

JOB DESCRIPTION

Under the direction of the Assistant Secretary, for the New Jersey Department of Agriculture, this position will assist the agency’s Division Directors and Program Managers in the research, preparation, and submission of grant applications; monitor grant expenditures assuring compliance with grant conditions and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures; ensure accurate budget information and accounting of grant expenditures; maintain grant records and files; prepare financial status reports on each federal grant in accordance with federal regulations; establish grant awards and assure proper funding is properly set up in the operating accounts for use by the programs; assure grant disbursements, reimbursements, and drawdowns are supported by detailed accounting records; prepare various reports and statistical data relevant to grant funding; does other related work as required.

REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a bachelor’s degree.

**FOREIGN DEGREES:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

**EXPERIENCE:** Four (4) years of experience in marketing, ability to handle and monitor multiple projects, oversee, and manage budgets, and collaborate with senior management on designated tasks.

**NOTE:** Familiarity with or knowledge of the Grant process and NJ Agriculture industry would be a significant advantage.

**LICENSE:** Candidate 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.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

**NOTE:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visas.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all state employees reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov).

**NJ SAME Program** applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (**Schedule A Letter** or **Schedule B Letter**), by the closing date of this Notice of Job Vacancy to [njdajobs@ag.nj.gov](mailto:njdajobs@ag.nj.gov). For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or (833) 691-0404.