

## JOB OPPORTUNITY DEPARTMENT OF CORRECTIONS WHITTLESEY ROAD P.O. BOX 863 TRENTON, NJ 08625



Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved noncompetitive title. Subject to current promotional and hiring restrictions		Issue Date:	September 11, 2020
State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		Posting No.:	144-20
Interested individuals who meet the stated requirements			
TITLE:	Contract Administrator 3	SALARY:	\$78,796.60 - \$112,372.72
LOCATION: Central Office, Office of Community Programs - Trenton, NJ			
TOP DESCRIPTION AND ADDRESS OF THE STATE OF			

**JOB DESCRIPTION:** Under direction of a supervisory official oversees, reviews, and administers various state contracts and/or grants, and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring; exercises controllership, approval rights and responsibilities, and supervises activities and staff involved in the administration of statewide construction and/or professional service contracts; does other related work.

\*Note: Rotational on-call duties required; Occasional weekend site visits required.

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

## REQUIREMENTS

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

**EXPERIENCE**: Four (4) years of experience involving contract/grant work, project financing, construction management, financial administration, social service 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 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 two (2) year of experience involving responsibility for some aspect of contract/grant work.)

PLEASE INCLUDE RESUME AND COPY OF <u>TRANSCRIPTS</u> (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. <u>POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL</u>. <u>ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY</u>. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN SEPTEMBER 25, 2020.

Forward Response To: Civilian Recruitment – Office of Human Resources

Central Office Regional Personnel Services, Region 6

P.O. Box 863

Trenton, NJ 08625-0863

**Emailed** resumes are to be

sent only to: Civilian.Recruitment@doc.nj.gov