



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR25-0044

ISSUE DATE: 4/14/2025

TITLE: Contract Administrator 2

CLOSING DATE: 4/20/2025

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Legal and Regulatory Affairs

LOCATION: Trenton, NJ

SALARY RANGE: P26: \$78,024.71 - \$111,000.80

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Manage contracts for the oversight of Community Development Block Grant - Disaster Recovery (CDBG-DR), American Rescue Plan Act, and FEMA funds. Provide guidance and consultation to other staff and implementation of procedures to promote standardization, administrative and cost efficiency, accountability, and integrity in the contracting and/or grant process, and in the delivery of contracted services and updates. Act as the subject matter expert for all things contract related. Conduct the solicitation or Request for Proposal (RFP) or Quote (RFQ), Waiver and/ or Delegated Purchase Authority (DPA) for bidding process that includes the drafting of scope of work and other contract language, preparation of bid packages and coordination with the NJ Division of Purchase and Property (DPP), the Office of the State Comptroller, Division of Risk Management and OAG, as applicable to ensure that competition is open and fair. Draft and negotiate contract language and develop evaluation criteria. Manage Division contracts as State Contract Manager and key contact for vendors. Oversee and conduct daily management of the contract by ensuring all tasks, services, products, quality of deliverables, and timeliness of all services are satisfied within the parameters of the contract. Resolve disputes relating to the contract through enforcement of the contract's terms, and when necessary, impose liquidated damages or implement a formal dispute process with the appropriate State unit. When necessary, coordinate with State procurement agencies to amend the contract's scope of work or adjust compensation. Assist and participate in the training of lower-level personnel and others.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** 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.

Seven (7) years of professional 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.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) 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 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.

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.

**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](mailto: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](mailto: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

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**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  
HR25-0044  
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.