NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy

POSTING #: 21-00103

TITLE: Contract Administrator 2

ISSUE DATE: 5/26/2021

TITLE CODE: 51253

CLOSING DATE: 6/16/2021

DIVISION: PMGA - Statewide Planning

LOCATION: Ewing

UNIT SCOPE: T385

UNIT: Research

RANGE: P27

SALARY: $71,858.95-$102,317.02

POSITION: One (1)

WORK WEEK: 4E

Bureau of Research Description

This position is in the Bureau of Research (BoR), which implements a $6 million annual transportation research program. The Bureau partners with internal and external research customers to develop and manage a portfolio of several research projects, which involves the strict oversight of contracts between NJDOT and institutions of higher education. The Bureau also engages in National research activities under the purview of entities such as American Association of State Highway Transportation Officials (AASHTO) and the Transportation Research Board (TRB). Research results are disseminated through the NJDOT Research Library, Technology Transfer Program, Annual Research Showcase, and the Local Technical Assistance Program. The Bureau also promotes and maintains a culture of innovation through the work that it performs on the NJ State Transportation Innovation Council (NJ STIC), which focuses on the implementation of Federal Highway Administration's (FHWA) Every Day Counts (EDC) innovations among the varied transportation entities in the state.

Position Description

Under the supervision of the Manager, the incumbent will fulfill the role of Contract Administrator 2, in the Bureau of Research. The incumbent is responsible for administering and exercising review and approval authority over all contracts and grants within the Bureau of Research's program as described above, which ensures compliance with state and federal requirements (2 CFR 200, 23 CFR 420 and 23 USC 505). The incumbent will provide technical assistance in the areas of proposal/contract preparation review and approval control, the development and management of adequate contract/grant administration and financial reporting systems, contract/grant monitoring, modification, amendment and closeout, audit compliance, service evaluation, and consultant and contractor classification. Duties include, but are not limited to:

• CONTRACTING/GRANT ADMINISTRATION - Administer financial aspects of contract/grant award including financial analysis, quality assurance, procurement, processing and reviewing vendor invoices, purchase orders, vouchers; draft and negotiate contract language; develop contract evaluation criteria; conduct and attend contract award meetings; recommend changes as appropriate; ensure timely completion of contract/grant closeout, including tracking, final invoice payments, compliance inspections and audits.

• POLICY & PROCEDURES - Develop procedures and policy transmittals containing financial and administrative contract/grant application guidelines; promote standardization, administrative and cost efficiency, accountability, and integrity in the contracting and/or grant process; analyze new legislation and regulations regarding contract/grant operations of the agency.
• **SCOPES OF WORK** - Coordinate with contracted entities to develop and finalize scopes of work; reviews reports to ensure compliance with agency contract/grant policies and procedures and federal and state regulations; recommends changes when required.

• **COMPUTER SYSTEMS** - Learn and utilize computerized contract/grant information systems (FMIS, Business Objects, SimpliGov, APRWS, Filenet, Share Point, etc.), compile input data; analyze output data; prepare and analyze reports.

**CHANGES & PROBLEM RESOLUTION** - Act as liaison and mediator with accounting, research project managers and contractors; interprets and resolves disputes about contract terms; investigate disputes and appeals; change orders; review, audit and resolve discrepancies in consultant and contractor invoices; monitor vendors and other contractors for compliance with contract requirements; participate in the resolution of audit findings relating to design, construction and procurement contractors.

• **SUPERVISORY** - May plan, assign, and monitor activities of lower level professional and technical staff.

**Preferred Skills/Experience**

**Organizational Awareness:** Understanding of multiple transportation assets/modes/systems; knowledge of the internal working arrangements of departmental operations; contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values.

**Program Management:** Knowledge of principles of program management; ability to assimilate and evaluate technical and procedural input from various sources; develop alternative courses of action and make recommendations relating to NJDOT; familiarity with the assigned responsibilities of the office, related to department goals, objectives, policies and standards and initiate measures to remedy deficiencies when appropriate; ability to manage and provide leadership support to ensure the continued development and improvement of workflow within NJDOT.

**Communication:** Ability to communicate well in writing and orally; ability to give feedback and is receptive to feedback received; ability to keep others in the Division and other functional units informed as appropriate.

**Computer Skills:** Familiarity with word processing, spreadsheets, databases, PowerPoint, data entry, report generating, and using PC computers and presentation software and hardware (projectors, microphones) in general.

**Customer Focus:** Considers, prioritizes, and takes quick action on the needs of both internal and external customers.
Organization: Ability to use resources efficiently and effectively; manage time, energy and workspace well; ability to accomplish all assigned tasks successfully; maintain an orderly workspace, meet deadlines, and communicate well with the team.

Contract Oversight & Grants Management: familiarity with contract oversight, funds/grants management, funding sources, cost principles, project management, and federal regulatory compliance.

Decision Making: Makes critical and timely decisions; takes charge; supports appropriate risk; risk analysis; makes challenging and appropriate decisions.

Ethics and Integrity: Responsible, reliable, and trustworthy; respects the confidentiality of information or concern shared by others; honest and forthright; conforms to accepted standards of conduct.

Forward Thinking: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies; anticipates and prepares for future developments.

Fostering Teamwork: Interest, skill, and success in getting people to work together cooperatively; gives honest and constructive feedback; reinforces team member contributions; enlists active participation of team members.

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

Major course work in Accounting, Finance, Business Administration or a related field are preferred.

Experience
Three (3) years of 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.

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 one (1) years of experience involving responsibility for some aspect of contract/grant work.)
Open To The Following
Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

The applicants who filed for PS6605T will be given first consideration. You must respond to this posting to be considered for a provisional appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Contract Administrator 2 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

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. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number) with your application:
Resume, Letter of Interest

Forward Responses To:
Cheryl Goldman, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. MOB, 3rd Floor
Trenton, NJ 08625
Cheryl.Goldman@dot.nj.gov

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