

STATE OF NEW JERSEY

Philip D. Murphy
Governor

VACANCY ANNOUNCEMENT

Sheila Y. Oliver
Lt. Governor

OPEN TO: CURRENT STATE EMPLOYEES

B. Sue Fulton
Chair and Chief Administrator

POSTING #: MVC: 2021-56	ISSUE DATE: 03/19/2021	CLOSING DATE: 04/02/2021
TITLE: CONTRACT ADMINISTRATOR 2	RANGE/TITLE CODE: P27/51253	SALARY: \$71,858.95-\$102,317.02
UNIT: MV45 - PROCUREMENT	LOCATION: TRENTON	WORKWEEK: 4E # VACANCIES: 1

GENERAL DESCRIPTION:

Under the general supervision of a supervisory official, administers and exercises review and/or approval authority over various contracts and/or grants; provides technical assistance in contract and/or grant preparation, control, monitoring, amendment, and/or evaluation; as appropriate, exercises controllership and approval rights and responsibilities in the area of contract and/or grant administration; and/or processes contracts for multiple divisions, projects and/or programs, may be assigned to review the work of lower level contract administration and support staff; does other related duties.

NOTES: As appropriate, the Contract Administrator 2 must prepare or assist in written specification, statement of work and Request for Proposals (RFP) development and execution. The Contract Administrator 2 may hold administration responsibility and approval rights over contract processes for multiple divisions, projects and/or programs within the Motor Vehicle Commission. The Contract Administrator 2 may be assigned to review the work of lower level contract administrators and support personnel and must perform other related procurement and purchasing duties as required.

The Contract Administrator 2 should have excellent verbal and written communication and customer service skills, a thorough understanding of contract and specifications development, excellent technical writing capabilities, computer proficiency and a good working knowledge of the state purchasing system, NJ Start, as well as Microsoft products such as Excel, Outlook and Word. Fluency in each program is preferred.

The Contract Administrator 2 should possess good analytical and reporting capabilities with a strong understanding of state procurement process. To obtain the best value for the Commission, the ability to understand and consistently apply sound procurement practices are required from all procurement personnel.

Strong fundamental procurement skills, familiarity with commodity codes, a good understanding of category management as well as best practice sourcing processes, supplier management and make or buy decision criteria are preferred qualities for any candidate.

REQUIREMENTS: (EDUCATION/EXPERIENCE/LICENSES)

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

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.)

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.

OPEN TO THE FOLLOWING: Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment.

Applications can be found at: <https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationships disclosure statement (Attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. Send to:

MAIL: New Jersey Motor Vehicle Commission Attn: HR Recruiter 225 East State Street P.O. Box: 050 Trenton, NJ 08666	ELECTRONIC FILING: mvchrrecruiter@mvc.nj.gov
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INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.

JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

**MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name Location	Relationship	Division and Work

Additional Space Needed for Disclosure YES NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____
Applicant/Employee’s Signature _____ Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.