

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 12/04/2023

Closing Date: 12/11/2023

TITLE: Contract Administrator 2 Grants

SALARY: \$41,500 - \$48,169

Hours: 40 X 35

DEPARTMENT: Human Services

Union: Mgmt X

LOCATION: Northfield

NJCSC Test Required: Yes X No

Grant Funded: Yes X No

DEFINITION:

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.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plan, organize, direct and coordinate all aspects of grants for Public Health Division.

Seek and apply for new grant opportunities for public health department and

Inform staff on responsibilities related to grant deliverables.

Work closely with program staff on budgeting and spending.

Monitor grant expenditures.

Maintain records of spending, reporting and grant modifications/updates.

Obtain and review vendor quotes and process project invoices for reimbursement.

Ensure processes for spending follow county policy (bids, quotes)

Draft and/or review quarterly progress reports.

Coordinate grant closeout process with Units and finance staff to ensure timely spending and report submission.

Participate in calls and meetings organized by grant funding agencies.

Develop and/or administer contracts for the provision of services.

May conduct the solicitation or Request for Purchase (RFP) bidding process; drafts and negotiates contract language; and/or develops contract evaluation criteria.

May participate in the development of procedure manuals and policy transmittals containing financial and administrative contract/grant application guidelines that comply with laws and regulations and promote standardization, administrative and cost efficiency, accountability, and integrity in the contracting and/or grant process, and in the delivery of purchased services.

Conduct field visits and reviews reports to ensure compliance with and adherence to prescribed agency contract/grant policies and procedures and federal and state regulations; recommends changes when required.

Take the lead and/or conducts complex work associated with the planning and preparation involved in the management of construction and/or professional service and/or other contracts associated with building programs for new facilities and/or the renovation of existing facilities.

Conduct contract award meetings and reviews documents to ensure compliance with and adherence to prescribed agency contracting policies and procedures and Federal and/or State regulations to ensure the efficient management of contracts; recommends changes based on monitoring experience.

May prepare evidence for use in court actions and hearings and give testimony under oath.

As required, initiates, reviews and finalizes scope of work and/or specification development documents for those projects requiring use of outside architect or engineer and/or other professional services.

Attend selection meetings to ensure the selection of qualified architects and/or engineers and/or other professionals upon successful completion of approved scope-of-work documents.

May award or coordinate the review and selection process for the awarding of contracts.

Utilize the computerized contract/grant information system, compiles input data, analyzes output information and prepares reports.

Exercise review and approval authority over purchase of proposals and contract/grant modifications.

Prepare and processes various contract documents according to current administrative policies and procedures.

Act as liaison and mediator with using agencies, project managers and contractors; interprets and resolves disputes about contract terms.

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.

Administer financial aspects of contract/grant award including procurement, vendor invoice review and voucher processing, financial analysis, quality assurance, change orders and/or investigating disputes and appeals.

Monitor vendors and other contractees for compliance with contract requirements.

Review, audit and resolve discrepancies in consultant and contractor invoices to ensure compliance with financial contract terms.

Collect and analyze data and prepares reports; notifies supervisor of problems.

Ensure completion of contract/grant closeout, including final invoice payments, compliance inspections and audits.

Evaluate the effectiveness of contracted services and provides consultation and expertise to using agency management.

Participate in the resolution of audit findings relating to design, construction and procurement contractors.

May participate in the analysis of new legislation and regulations regarding contract/grant operations of the agency.

Establish and maintain essential reports, records and files.

Participate in in-service training programs.

May coordinate the activities of lower level professional and technical staff responsible for aspects of contract/grant administration.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

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.

KNOWLEDGE AND ABILITIES:

Knowledge of the legal and administrative requirements of grants and contract agreements.

Knowledge of the forms required in design, construction and procurement work, including vouchers, change orders, progress reports, proposal forms, contracts and other documents.

Knowledge of principles of cost allowability and reasonableness, contract/grant budget principles, principles of matching fund accounting, and procurement guidelines.

Knowledge of the problems involved in the review of contract/grant proposals.

Knowledge of the methods used to collect and analyze data.

Ability to negotiate mutually acceptable resolutions to disagreements.

Ability to read, interpret, and apply information on the programs of the agency and the sources of funds available to finance components of those programs.

Ability to interpret Federal and State laws, rules and regulations and apply them to specific situations.

Ability to gather and analyze data, and interpret technical data and provide advice and assistance.

Ability to recognize and identify problems in the administration of contracts and/or grants.

Ability to prepare reports and correspondence.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- We are an Equal Opportunity Employer -**