

NEW JERSEY WATER SUPPLY AUTHORITY

\*\*\* NOTICE OF VACANCY \*\*\*

July 27, 2026

The New Jersey Water Supply Authority announces the following vacancy:

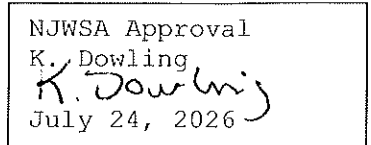
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|----------------------------------------|--------------------------------|
| <b><u>POSITION:</u></b>                | <b><u>SALARY RANGE:</u></b> 19 |
| <b>Contracts Specialist WSA</b>        | \$60,876.32 - \$88,742.92      |
| A forty-hour, fixed work week position |                                |

This position is situated within the Contracts and Risk Management Unit located at the Authority's Clinton, New Jersey facility. The duties and responsibilities of the position are specified in the attached Job Description. For a copy of the job description or further information about the job, contact Human Resources. Benefits offered as part of the compensation package include medical, prescription, dental, and life insurance; paid vacation, sick, and holiday time; and participation in the NJ State pension program.

This posting will be removed end of day August 3, 2026. Employees interested in being considered for this position must submit to Human Resources a completed *Internal Job Posting Application* by August 3, 2026. Recruitment will be conducted internally and externally as needed.

**RESIDENCY:** Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJWSA on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

NEW JERSEY  
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JOB DESCRIPTION

Title: Contracts Specialist WSA

DEFINITION

Under general supervision of the Manager Contracts & Risk Management, performs work of above average difficulty requiring the use of independent judgment, involved in: coordinating and administering the public procurement and water purchase application processes; assisting with Authority legal matters; the administration of contracts; the administration of the Authority's property and casualty insurance requirements; and otherwise assisting in the administration of a wide variety of programs, policies, work matters, etc. primarily within the Authority's Contract and Risk department; occasional support of Authority-wide administrative matters may be required. May be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed. Performs related work as required.

NOTE: The definition and 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 description. Conversely, not all duties performed on the job may be listed.

EXAMPLES OF WORK

Prepare and distribute bid packages (Invitation for Bid, Request For Proposal, Request for Quote), ensuring the proper language and forms are provided to vendors, media sources (legal advertisement), Authority staff, and any other applicable parties.

Attend all bid openings, create and record the necessary documentation to ensure legal compliance.

Prepare contract for the winning bid obtaining the applicable internal signatures and forward to the successful bidder after the veto period has expired.

Monitor progress of contracts to ensure compliance with requirements throughout the life of each contract, including maintenance of insurance, required certifications, registrations, and/or licenses. Process vouchers for payments against contracts.

Prepare all water purchase contracts. Schedule and coordinate new applications and the renewal of such agreements including required public hearings and approvals.

Administrative management and/or support for a variety of tasks including:

- Investigation of insurance claims and the preparation and maintenance of insurance records.
- Special requests for information from the general public, water customers and other agencies and interested parties in accordance with Authority policies.
- Assist with Open Public Records Act (OPRA) requests.
- Prepare annual In Lieu of Taxes payments.
- Provide support to Project Engineers when requested.
- Maintain and archives/destroys essential records and files as needed.
- Prepare annual Employee Housing Lease.
- Maintain vendor mailing lists and research vendors when necessary for procurements.

Assist in all aspects of the public procurement process and contract administration.

Perform all assignments safely by following Authority safety policies and procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment.

#### REQUIREMENTS

Education - Graduation from an accredited college with an Associate's degree in Business, Public Administration or Pre-Law. Para legal certificate or Bachelor's degree preferred.

Experience - Must have at least two (2) years of experience in the preparation, record keeping, and administration/enforcement of contracts and similar agreements. Exposure to risk management programs (insurance administration) desirable.

License - Must have valid driver's license.

Knowledge and Abilities - Thorough knowledge of public procurement and bid requirements; contract terms and language and the various legal requirements relating thereto.

Advanced skills in Microsoft Word and Excel are required, as is a working knowledge of other common office software.

Ability to effectively implement Authority policy; prepare reports and monitor the status of contracts, billing, risk management, property, and legal matters; understand the organization and established policies, procedures and regulations of the Authority and various State agencies pertaining to the work of the Purchasing Office; effectively interface and conduct work/business with the public, vendors/suppliers, consultants, legal counsel, various public employees and co-workers; prepare clear, accurate and informative reports containing findings, conclusions, and recommendations; execute daily operational tasks independently, exercising sound judgment to prioritize workloads and meet strict deadlines; administer various matters incorporated into contracts; read, write, speak and understand English sufficiently to perform in 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 perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

#### SALARY RANGE 19:

A forty (40) hour fixed workweek position