



# **SOUTH JERSEY TRANSPORTATION AUTHORITY**

**FARLEY SERVICE PLAZA • P.O. BOX 351  
HAMMONTON, N.J. 08037**

(609) 965-6060 • (800) 658-0606 • FAX (609) 965-7315

**Mikie Sherrill**  
Governor

**Priya Jain**  
Chair

**Dr. Dale G. Caldwell**  
Lt. Governor

**Stephen F. Dougherty**  
Executive Director

## **JOB POSTING**

**Position:** Contract Administrator

**Location:** Farley

**Salary:** \$68,000 - \$73,000

**Closing Date:** May 29, 2026

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All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

*The final salary will be commensurate with experience and education. Employees may be eligible for merit increases each year upon satisfactory performance evaluation. SJTA offers comprehensive health coverage, generous paid leave, pension membership, telework options, and a strong work life balance – including a 40-hour week with paid lunch time. SJTA is an Equal Opportunity Employer.*

Please refer to the attached for job description.

Approved:

  
Stephen F. Dougherty, Executive Director

  
Tina Harvey, Human Resource Manager

**Dates Posted: May 15, 2026, through May 29, 2026**

Locations Posted: East, West and Central Maintenance, Pleasantville Tolls, State Police, State Police Garage, Administration Building, EZ Pass Customer Service Center, Atlantic City Welcome Center, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

# SOUTH JERSEY TRANSPORTATION AUTHORITY

## POSITION DESCRIPTION

**POSITION:** Contract Administrator                      **DEPARTMENT:** Busn. Admin.

**NAME:** \_\_\_\_\_    **DATE:** \_\_\_\_\_

**REPORTS TO:** Dep. Director of Business Admin.    **SALARY RANGE:** 6

### **JOB SUMMARY:**

This position is responsible for managing the negotiation, preparation, processing, implementation and enforcement of leases, licenses, contracts and specifications for non-toll revenue opportunities pursued by the Authority. Work involves analysis of existing agreements and serving as initial point of contact for expansion and/or future business development.

### **Job Responsibilities:**

1. Administer the day-to-day existing revenue contracts (e.g. billboards, land rentals, cell towers, and concessions) to ensure compliance with contractual terms. This includes communication with the Finance Department for periodic review and analysis of received and accrued revenue and providing recommendations and reports based upon review findings.
2. Manage the resolution of any discrepancies in revenue contracts, payments or invoices to ensure compliance with financial contract terms.
3. Initiate the research and development of additional revenue generating opportunities and projects to reduce Authority operating expenses. Perform all related analysis and research to ensure compliance with and adherence to prescribed contracting policies, procedures and regulations.
4. Coordinate with upper level management, vendors, legal counsel and others to develop terms, conditions and responsibilities of revenue generating leases and contracts. Terms and conditions of contracts may include types of development, insurance coverage, maintenance services, environmental obligations, capital investment, design standards, construction schedules, appropriate rental rates, and profit sharing arrangement.
5. Facilitates and assists with the administration of the business affairs of the organization and is responsible for coordinating and obtaining a variety of management services essential to the operation of the organization; does related work as required.
6. Manage the preparation of clear, sound, accurate, and informative statistical, financial, budget, and other reports on Authority business management and related matters.
7. Participate in the creation of policy and develop procedures for business operations as needed. Must maintain working knowledge of legal requirements and government reporting regulations affecting Authority policies and must ensure that policies, procedures and reporting are in compliance.

8. Develop and maintain a thorough knowledge of the enabling legislation and rules and regulations of the South Jersey Transportation Authority.
9. Coordinate meetings, conferences and appointments as necessary relating to business development.
10. Act as an Authority representative at meetings and promote the Authority's interest and objectives
11. Perform other related duties as assigned by immediate supervisor and other department management as required.

**Knowledge and Abilities:**

- Ability to use financial/purchasing software packages.
- Ability to assess and analyze financial information, effectively problem solve and bring consensus to situations.
- Ability to communicate effectively in oral and written forms as well as interact with diverse groups.
- Proficiency in Microsoft Office applications.

**Supervisory Responsibilities:** None

**Physical Requirements:**

- Ability to work indoors at a desk for extended periods of time.
- Ability to work outdoors traveling to other job sites as needed.
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts.
- Standing and/or sitting for extended periods of time.
- Use of phone and/or computer for extended periods of time.
- Bending, reaching and twisting in the performance of daily job functions.
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements.
- Ability to work a set schedule consistent with job and/or business needs.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Education:**

Graduation from an accredited college or university with a Bachelor's degree in Business Management or related field. Five (5) years of work experience can substituted for education requirements.

**Experience:**

Five (5) years of experience administering, analyzing and evaluating contracts with working knowledge of accounting and/or finance. Experience preferred in functional areas like work methods, policy and procedures, communications, budgeting. Statistical, analytical, and communication skills, both written and oral, are required.

**Disclaimer:**

This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.