



SOUTH JERSEY TRANSPORTATION AUTHORITY

**FARLEY SERVICE PLAZA • P.O. BOX 351
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Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

Francis K. O'Connor
Chair

Stephen F. Dougherty
Executive Director

JOB POSTING

Position: Project Administrator

Location: Engineering

Salary: \$66,000 - \$76,000

Closing Date: August 20, 2025

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: August 7, 2025, through August 20, 2025

Locations Posted: East, West and Central Maintenance, Egg Harbor & Pleasantville Tolls, Mays Landing, E-Z Pass Customer Service Center, State Police, State Police Garage, Administration Building, Atlantic City Welcome Center, Airport, Airport Firehouse, 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: Project Administrator **DEPARTMENT:** Engineering
NAME: _____ **DATE:** August 2025
REPORTS TO: Engineering Manager **SALARY RANGE:** 6

JOB SUMMARY: Under the supervision of the Engineering Manager, coordinates construction bids and requests for proposals (RFP), from the Authority's Capital Program. Assists in the implementation of the Capital Program. Administers all aspects of contracts during the pre-construction phase of capital projects.

Job Responsibilities:

- Reviews Bids and RFPs prepared by consultants for capital projects.
- Prepare Bids and RFPs for the SJTA for capital projects.
- Advises consultants when the SJTA's boilerplate changes.
- Coordinates with federal, state, and local government agencies with respect to construction related bids and RFPs.
- Assists and prepares contracts and board resolutions for capital projects.
- Maintains a spreadsheet of expiring Maintenance Bonds.
- Acts as a liaison between the Engineering and Purchasing Departments as it relates to Bids and RFPs.
- Acts as a liaison between the Engineering and Compliance Departments as it relates to Bids and RFPs
- Acts as an SJTA representative at meetings and promote the Authority's interests and objectives as directed.
- Prepares clear and precise reports as well as other documents.
- Maintains essential records and files.
- Administering HOP permits for the Engineering department.
- Working and maintaining the project for Engineering within the project management system Tyler ERP.
- Perform other related duties as assigned by immediate Supervisor or the Department Director.

Knowledge and Abilities:

- Mathematical Skills- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Reasoning Ability- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- Computer Skills- To perform this job successfully, an individual should have knowledge of Accounting software; Project Management software; and Microsoft Office.
- Analytical - Synthesizes complex or diverse information.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; able to read and interpret written information.
- Teamwork - Contributes to building a positive team spirit.
- Cost Consciousness - Works within approved budget; Conserves organizational resources.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Professionalism - Treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.
- Innovation - Displays original thinking and creativity; Develops innovative approaches and ideas.
- Ability to prioritize and handle multiple large and small-scale duties.

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 know

limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Qualifications:

Education: Bachelor's degree from an accredited college or university. Job experience may be substituted for education.

Experience: 2-5 years experience in a related field, preferred working for a public entity.

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.