



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening
Program Manager HIP/GNHP

Department: Housing, Economic, Development & Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full Time

Workweek: Mon-Fri, 40 hours/week

Salary: \$45,000-\$50,000. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Program Manager HIP/GNHP to join the Division of Community Development team. Under the supervision of the Direct Services Program Director, this position will be responsible for managing the Homeowner Improvement Program (HIP) and Golden Neighborhood Homeownership Program (GNHP) and will be cross trained in the other Federal, State, and Local grant programs administered by the Division.

Job Duties:

- Researches, collects and disseminates information regarding the assigned program(s).
- Provides guidance and technical assistance regarding program activities to agencies and program clients.
- Understand, interpret, and ensure compliance with all City, State, and Federal requirements.
- Performs the more complex and sensitive administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring, and/or evaluation of the assigned grant programs.
- Monitor and track information concerning rehab projects, including homeowner information, the progress of construction projects, property information, change orders, permits, and draw requests
- Identifies program deficiencies and develops corrective action strategies supporting established goals.
- Supervises and/or conducts the more difficult onsite evaluations or audits to ensure compliance with regulations and/or contract terms; prepares related reports containing findings, conclusions, and recommendations.
- Coordinate with lead-based paint testing companies to identify areas that test positive and outline the abatement/work safety strategy for the bid documents.
- Coordinate with homeowners and contractors to perform site inspections, including initial, progress, and final inspections.
- Monitor construction progress, including ensuring required permits are pulled, documenting progress with written inspections and pictures, ensuring the quality of work, and mediating between the homeowners and contractors.



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- Estimate the cost of rehabilitation and prepare complete specifications and a general description of work to be accomplished to provide a basis for obtaining competitive bids from contractors.
- Conduct pre-bid and pre-construction meetings with homeowners and contractors.
- Develop a work description for all noted items and a cost estimate for each item.
- Prepare, review, and submit various reports, correspondence, memoranda, and other communication.
- Collaborates with other City Divisions to ensure flawless project execution.
- Reviews proposed/existing legislation and administrative/operational procedures and submits recommendations for changes.
- Participates in the development and implementation of department/agency initiatives.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Educational Background: Bachelor's Degree in public administration, business administration, social work, economics, communications, law or other related areas.

Required Experience: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

Essential Skills:

- Knowledge of steps of the mortgage process and requirements for mortgage approval
- Knowledge of basic construction means and methods.
- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to think and act decisively about the program and operational issues.
- Analytical capabilities with accounting procedures and processes for structuring projects.
- Knowledge of grants management software and information technology skills.
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.
- Ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Exceptional interpersonal skills, including customer service, with the ability to work collaboratively and foster positive and professional relationships.
- Highly competent in planning, coordinating, monitoring, evaluating, and/or implementing programs.
- Knowledge of program evaluation and assessment techniques.
- Knowledge of the principles and practices of contract compliance monitoring.
- Ability to conduct periodic evaluations of programs and provide recommendations for improvement.



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- Ability to handle sensitive and complex program issues and be a subject matter expert.
- Ability to organize assigned tasks, provide updates to supervisors, and coordinate with other City Divisions.
- Ability to think and act decisively about the program and operational issues.
- Ability to conduct surveys, independent research, and field investigations.
- Ability to comprehend, analyze and interpret laws, rules, regulations, standards, and policies and apply them to specific situations.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.