



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:
Analyst Grant Applications

Department: Health and Human Services

Division: Injury Prevention

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: 40 hours per week

Salary: \$50,000 - \$52,000 – Based on qualifications and experience. 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 an Analyst Grant Applications to support the Department of Health and Human Services – Division of Injury Prevention. Under the direction of a manager, this position analyzes applications for grants submitted by departments of the jurisdiction to determine whether the grant requested is consistent with the needs and priorities of the jurisdiction.

Job Duties:

- Assists an administrative official in the formulation of effective policies and procedures for the office and other clerical and related operations of a department or autonomous government agency.
- Analyzes and assists with related work in preparing the annual budget for an entire department or autonomous government agency.
- Review proposed grant applications by jurisdiction agencies.
- Collect pertinent information to determine whether the jurisdiction needs materials or services to be supplied under the grant.
- Determines priorities to be accorded various grants based upon established policies.
- Makes special investigations for an administrative official.
- Assists with analyzing data and preparing detailed fiscal spreadsheets, narrative reports and/or presentations as requested.
- Assists and be knowledgeable with documentation, including prerequisites, purchase orders, and NC vouchers.
- Maintains record of all vendor encumbrances and tracks payments for all vendors/ instructors based on invoices provided for all programs.
- Assists with daily correspondence as requested via email, memo, and phone.
- Schedules meetings, conference rooms, and special event dates as requested using Outlook.
- Assists with coordination of logistics for special luncheons and or meetings, including all AV equipment needs.
- Provides daily support for basic office needs such as answering phones, using a copier, scanning and faxing documents as requested by the division director.
- Assists with collecting and keeping files up to date with compliance paperwork for all programs.
- Maintains and provides reminders for important meetings and events using the Outlook calendar.
- Assists with taking minutes and maintaining files.
- Performs other duties as assigned.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**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 Education: Six (6) years of professional experience in the review, analysis, and evaluation of the operations of business or governmental organizations or possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

Required Licenses:

- Possession of a valid NJ driver's license.

Essential Skills:

- Ability to establish and maintain cooperative working relationships with public officials.
- Ability to evaluate programs and procedures.
- Detail-oriented, organized, and efficient.
- Ability to exercise independent judgment in evaluating situations and in making determinations.
- Ability to organize assigned work and develop effective work methods.
- Able to work in a fast-paced environment and provide support upon request.
- Ability to prepare reports.
- Knowledge of the social needs and resources of the local community and state, as well as the social problems of the community.
- Knowledge of the functions and interrelationships of federal, state, and local governments.
- Knowledge of the methods involved in obtaining federal, state, and private financial aid.

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 the NJ First Act.

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