



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening:

Project Manager, Affordable Housing Programs

Department: Housing, Economic Development, and Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: Monday-Friday – 40 hours per week, and as needed

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Project Manager for the Department of Housing, Economic Development, and Commerce. The Project Manager will assist the Division of Community Development in their efforts around affordable housing in Jersey City. Also, the Project Manager will work directly with the HOME Investments Partnerships Program, as well as other Community Development programs, coordinating with Support Staff and Line Staff in the implementation and carrying out of eligible funded projects and activities.

Job Duties:

- Assist Program Director with the implementation and monitoring of the HOME program.
- Correspond with property owners, property managers, and residents regarding annual monitoring activities.
- Review resident income documentation and calculate annual income certifications under HUD guidelines.
- Conduct on-site physical inspections of HOME assisted units to ensure conformance with HUD Housing Quality Standards.
- Manage project-specific files for accuracy and completeness.
- Interpret and implement applicable HUD regulations and guidelines.
- Maintain HOME Portfolio Database.
- Assist Program Director with the development and implementation of the Foreclosure Program.
- Maintain Foreclosure Registry Data Systems.
- Oversee outreach efforts to Jersey City homeowners in foreclosure.
- Research and coordinate with foreclosure service providers to develop new foreclosure programming.
- Assist participating municipalities with local programming as needed.
- Ensure compliance with HUD regulations and Division requirements for all grants and programs.
- Negotiate and facilitate sensitive issues in the grant-making process.
- Prepare docket materials for Board and committee meetings.
- Create program and management budgets, periodic financial reports, and IRS schedules.
- Develop and oversee standard terms and conditions for grant award letters, agreements & contracts.

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.



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- Oversee grants to individuals, PRIs, and other specialized awards instruments.
- Provide links between program, finance, information technology, and other administrative staff so that all Division activities are smoothly implemented.
- Train staff on both grants procedures and grants management software.
- Conduct ongoing grants administration, program, and Division management research including analyses of grant reports and program trends.
- Implement and maintain grants management software that follows the Division's work processes while balancing the needs of program and accounting staff and regulatory compliance; assures the integrity of data.
- Attend and participate in meetings and public hearings regarding grants and related matters; maintain a digital grant tracking system; assist in the presentation of recommendations regarding plans and other proposals to various municipal officials.
- 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 Education: A Bachelor's degree in Management, Finance, Urban Planning, Public Administration, Law, or other related field is required. Graduate or professional degree preferred.

Required Experience: 4 years of experience in community development engagement or affordable housing development is required. Two years of which, should have been in a supervising capacity.

Essential Skills:

- Analytical capabilities with accounting procedures and processes for structuring projects.
- Understanding current HUD Regulations related to foundations.
- Knowledge of grants management software and information technology skills.
- Ability to design and implement effective workflow processes and procedures.
- Sound judgment with the budget and program issues.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Exceptional organization skills and high level of attention to detail and accuracy.
- Ability to multitask.

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

To apply for this job with the City of Jersey City 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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