



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

Assistant Director

Department: Housing, Economic Development & Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: Monday – Friday, 9:00 am – 5:00 pm, and as needed (40 hrs per week)

Salary: \$75,000, 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, mileage reimbursement, and more.

The City of Jersey City is seeking an Assistant Director to work under the Department of Housing, Economic, Development, and Commerce in supporting the Division of Community Development with the implementation and administration of all Community Development and Housing Programs including, but not limited to local Affordable Housing Trust projects, HOME projects, CDBG projects, NSP Projects, Home Repair Loans, Down Payment Assistance, Lead Repair Loans, Emergency Solutions Grants, and Housing Opportunities for Persons with HIV/AIDS. The role will also support the Community Development Division Director in developing and administering Community Development and Housing Policy initiatives, programs, and plans for the City of Jersey City.

Job Duties:

- Oversees and negotiates complex development projects and deals while managing risks and ensuring compliance with applicable local, state, and federal regulations and policies.
- Directs, trains, and supervises staff while providing technical direction to ensure compliance with established policies, procedures, and prescribed management and operating techniques.
- Manages the preparation and distribution of local and federal reports, including the Consolidated Plan and
- Consolidated Annual Performance and Evaluation Report (CAPER).
- Supports the review of grant applications, proformas, operating budgets, rent/sale prices, procurement documents, construction specifications/plans, etc., to ensure compliance with local, state, and federal policies and regulations.
- Forecasts and tracks Division disbursements to meet legal requirements and program goals while ensuring legal compliance across all functions.
- Provides structure to external communications on the Division's mission, goals, and programs.
- Conducts market research and analysis relating to housing and community development.
- 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.



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Please note this job description is not designed to cover or contain a comprehensive listing of all 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: A Master's degree in Finance, Real Estate Development, Urban Planning, or other related areas is required.

Required Experience: Seven (7) years of experience working with federal regulations and funding sources, including but not limited to: HOME, CDBD, Affordable Housing Tax Credits, Lead Hazard Mitigation, Section 3, Section 504, NSP, and Affirmatively Furthering Fair Housing. Four (4) years of supervisory experience.

Essential Skills:

- Knowledgeable in planning, organizing, and directing a wide variety of Community Development and Housing programs and projects.
- Ability to understand, interpret, and ensure compliance with local planning, zoning, and building requirements
- Demonstrated experience in communicating technical, budgetary, and program information to staff, grantees, and applicants.
- Ability to analyze and compile statistical reports for accounting procedures and processes for structuring projects.
- Capability to develop, update, and maintain program policies and manuals, underwriting procedures, memorandums, narrative reports, and other documents as needed.
- Ability to work independently with limited supervision and strategically make decisions on programs and address operational matters in a timely manner.
- Excellent leadership skills with the ability to manage, train, and address employee-related matters while motivating a team.
- Exceptional interpersonal skills with the ability to build and maintain positive working relationships with non-profit groups, developers, state, and local agencies.
- Capability to foster a sound working environment that recognizes and respects cultural and individual differences.

Preferred Skills:

- Knowledge of current HUD rules and regulations.
- Knowledge of and experience in philanthropy and the nonprofit sector is preferred.

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This is a Civil Service job and you must eventually pass and qualify for this 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.