



# 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

### **Job Opening:**

### **Division Director, Community Development**

**Department:** Housing, Economic Development, and Commerce

**Division:** Community Development

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

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

**Workweek:** M-F, 9:00am-5:00pm

**Pay:** \$90,000 to \$95,000. 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 Division Director to work under the Department of Housing, Economic, Development, and Commerce in overseeing the Division of Community Development and the 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.

This role will manage the development and administration of Community Development and Housing policy initiatives, programs, and plans for the City of Jersey City.

#### **Job Duties:**

- Oversees and negotiates complex developmental projects and agreements while managing risks and ensuring compliance with applicable local, state, and federal regulations and policies.
- Plans, promotes, organizes, and administers all Community Development programs such as HUD, Affordable Housing and Construction, Non-Profit Services, Direct Services, and other related programs.
- Responsible for continues succession planning for the Division and staff through strategizing goals/ initiatives, developing and providing training plans, conducting evaluations and assessments, directing, counseling, and disciplining subordinates as necessary.
- Provides technical guidance and direction to staff to ensure compliance with federal policies and procedures in conjunction with interpreting/enforcing personnel policies and procedures.
- Supervises the preparation and submission of project and management operating reports and budgets and the monitoring of expenditures to higher level management officials.
- Builds and maintains relationships between the City of Jersey City and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Communicates with community members, local organizations and groups.
- Performs other tasks as needed.

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 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 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 supervisory experience.

### Essential Skills:

- Knowledgeable in planning, organizing, and directing a wide variety of Community Development and
- 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.
- Excellent leadership skills with the ability to manage, train, and address employee related matters while motivating a team.
- Ability to work independently with limited supervision and strategically make decisions on programs and address operational matters in a timely manner.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional working relationships with those contacted in the course of work, including employees, City and other government officials, local agencies, and the public.

**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.**

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