



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:

Senior Technology Liaison/Program Manager

Department: Housing, Economic Development, and Commerce

Division: Director's Office

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: M-F, 9:00AM-5:00PM (40 hours)

Salary: \$80,000-\$85,000. 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 and more.

The City of Jersey City is seeking a Senior Technology Liaison/Project Manager Specialist to oversee and manage the advancement of technology initiatives under the Department of Housing, Economic Development, and Commerce (HED&C). This role will be responsible in supporting the Department with the development, finance, strategy, data migration, and implementation of their prospective Land Management Software in addition, this role will be responsible for collaborating with other City Divisions in providing strategic guidance on operational structures and effective outcomes.

Job Duties:

- Oversees and leads the development, finance, strategy, data migration, and implementation of the Land Management software as well as other software for HED&C and other City Divisions.
- Reviews software needs and usage to identify efficiency and software appropriateness for HED&C and other City Divisions.
- Originates comprehensive project plans for program experts and stakeholders.
- Develops operating procedures to ensure system integrity and compliance.
- Creates communication standards to effectively carry out program initiatives and objectives.
- Delegates project tasks and assignments as necessary.
- Collaborates with HEDC Division Directors and other City Divisions by providing strategic guidance on operational structures, technical solutions, and effective outcomes to meet implementation goals and objectives.
- Prepares progress reports on status of projects and escalates issues to Management as needed.
- Coordinates team member, stakeholder, and implementation schedules.
- Monitors project plans and identify/address potential risks.
- 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.*

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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Required Education: Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Software Development, Information Systems, or other related field.

Required Experience: Four (4) years' Project Management experience in managing complex information technology projects.

Essential Skills:

- Demonstrated ability to manage cross-functional projects/programs from initial conception, design, development, migration, testing, and implementation along with building processes and coordination roll out schedules.
- Proactively identifies technical, procedural, logistical, and communication challenges and partners with leads to drive creative solutions to resolve issues, mitigate risks, and resolve escalated items.
- Excellent communication skills; adept at conveying technical concepts clearly and concisely to both technical and non-technical stakeholders.
- Strong leadership, negotiation, written, and detail-orientation skills with the ability to manage multiple projects at once while meeting program/project deadlines.
- Excellent program management 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.
- Ability to use computer software and applications, including Office 365 applications (Word, Excel, Access, Sharepoint, and PowerPoint) to share, retrieve, research, and present information.
- Strong analytical, critical thinking, and problem-solving skills.
- Track record of operating independently, demonstrating creativity, and delivering results in a highly organized and timely manner.

Preferred Education/Skills/Qualifications:

- Knowledge of Jersey City, local government, and /or real estate development/construction
- Possession of at least one certificate: PMP, Six Sigma, or CPSM.

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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