



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 Program Director - Affordable Housing Program

Department: Housing, Economic Development & Commerce

Division: Community Development

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: 40 hours per week

Salary: \$75,000 - \$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 Program Director – Affordable Housing which will oversee several federal and local housing, community development and homeless programs. This position will lead the Division's efforts around affordable housing in Jersey City and will work directly with the HOME Investments Partnership Program, as well as Community Development grant programs.

Job Duties:

- Participates in strategic planning as a member of the senior management team.
- Forecasts and tracks all payouts to meet legal requirements and program goals.
- Ensures legal compliance across the Division's functions.
- Helps structure external communications on Division's mission, goals, and programs.
- Provides clear and concise grants administration policies and procedures for grantees and staff.
- Contributes to and coordinates fountain publications, including the annual report and website.
- Helps identify grantees with capabilities for additional or new projects.
- Communicates Division policies to staff, grantees, and applicants.
- Develops funding applications, brochures, and the Division website.
- Prepare and process resolutions, agreements, and amendments for approval by City Council.
- Process reimbursement requests and monitor the Project Sponsor's grantees and applicants' performance activity, and fund-source expenditures to ensure that objectives are accomplished.
- Collect and analyze data and prepare reports involving resource allocation, services delivered, and contract compliance for the City's annual CAPER Submission to HUD.



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- Obtain needs assessment data and develop comprehensive program planning for the City's Action Plan.
- Assist in the negotiation of contract terms for the conduct of grant preparation with representatives of City departments and outside agencies.
- Monitor the grants management operations to ensure the overall high quality of grants Administration across programs.
- Oversee the work of the Grant Manager, Support Staff and Line Staff in carrying out the CBDG funded eligible activities or programs as identified in the grantee's consolidated plan.
- Use his/her resulting cross-program knowledge to support efficient operations that further the goals of the Division and its staff.
- 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 Bachelors' degree in public administration, business administration, social work, economics, communications, law, or other related areas is required. Graduate or professional degree preferred.

Required Experience: Three years of experience in grants and proposal administration. Two years of which, should have been in a supervising capacity.

Essential Skills:

- Ability to monitor and apply government regulations related to Division.
- Knowledge of and experience in the non-profit sector, housing, and community development.
- Broad familiarity with the Division's history, structure, and operations.
- Understanding of Division's program areas and mission.
- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to objectively analyze a situation and evaluate the pros and cons of every course of action.
- Knowledge and application of best practices in grantmaking.
- Analytical capabilities with accounting procedures and processes for structuring projects.



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- Understanding current HUD Regulations related to Division.
- Knowledge of grants management software and information technology skills.
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.
- 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.

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.