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.

**Job Opening**
Affordable Housing Compliance Specialist

**Department:** Housing, Economic Development & Commerce  
**Division:** Affordable Housing  
**Exempt/Non-Exempt:** Non-Exempt  
**Union/Management:** Union  
**Full-Time/Part-Time/Seasonal:** Full-Time  
**Workweek:** 37.5 hours per week  
**Salary:** $40,000 - $45,000 – 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 qualified, dynamic, and motivated Affordable Housing Compliance Specialist to support the Department of Housing, Economic Development, and Commerce – Division of Affordable Housing. The ideal candidate will assist with various administrative and compliance duties such as providing project management support, constituent support, and records management. The Affordable Housing Specialist will also assist in general office operations activities.

**Job Duties:**

- Assists with compliance and monitoring activities (file maintenance, document production, data entry, and tracking).
- Reviews and checks assigned reports, project files, and other documents for corrections and completeness; refers problems to supervisor for resolution.
- Responds to constituents’ inquiries for the affordable housing portal, affordable housing resources, and assists in referrals.
- Prepares administrative correspondence, compliance documents, memorandums, meeting minutes and agendas.
- Responds and tracks inquiries for Affordable Housing information requests, intake, and customer support.
- Assists and participates in training and/or community outreach activities.
- Assists with scheduling and managing the Division’s Calendar.
- Assists in maintaining and updating the Consolidated Affordable Housing Portal (Currently in design).
- Assists the Division’s visitors by determining the reason for the visit and giving the required information according to department procedures.
- Receives, screens, sorts, and assembles documents and forms for further processing.
• Assists in general operations activities of the Division such as providing support to the timekeeper, maintaining call logs, status trackers, and assisting in additional administrative support for Division 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 Educational Background: Bachelors’ Degree from an accredited college or university. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

Preferred Experience: Three (3) years of work experience in performing administrative compliance duties. Background in executive administrative support, real estate, and property management as well as data entry and data management, is preferred.

Essential Skills:
• Proficiency with Microsoft Excel or other spreadsheet software.
• Ability to prepare official correspondence and clear, technically sound, accurate outlines for reports.
• Knowledge of federal, state, and local Affordable Housing programs, and funding sources.
• Ability to do research in connection with Affordable Housing Agreements and officially recorded instruments (such as deed restrictions and mortgages).
• Ability to analyze and evaluate resources and available services in order to meet the needs of the local residents.
• Ability to comprehend and carry out established office routines and department regulations.
• Technology Skills: Basic computer literacy, database management, and the ability to use computer-based technology to complete different tasks. Basic web page management skills are a plus.

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.