



**CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



**Job Opening
Project Manager- CSBG**

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/week

Salary: \$55,000-\$60,000- 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 Division of Community Development is seeking a Project Manager for our CSBG grant program. Under the supervision of the Non-Profits & Community Engagement Program Director, this position will be responsible for the technology needs division-wide, managing the Community Services Block Grant (CSBG) grant program, and will be cross-trained in the other Federal, State, and Local grant programs administered by the Division.

Job Duties:

- Provides virtual technical assistance sessions to potential grantees.
- Provides technical assistance to public meetings, seminars, and conferences.
- Creates concise/uniform presentation of print and digital materials.
- Organizes content for and updates Division's website.
- Researches, collects and disseminates information regarding the assigned program(s).
- Provides guidance and technical assistance regarding program activities to agencies.
- Understands, interprets, and ensures compliance with all City, State, and Federal requirements.
- Performs the administrative, analytical, and professional work to promote the planning, operation, implementation, monitoring, and evaluation of the assigned grant program(s)
- Collects and analyzes data and prepares reports involving resource allocation, services delivered, and contract compliance.
- Conducts onsite evaluations or audits to ensure compliance with regulations and contract terms; prepares related reports containing findings, conclusions, and recommendations.
- Prepare, review, and submit a variety of reports, correspondence, memoranda, and other communication.
- Identifies program deficiencies and develops corrective action strategies in support of established goals.



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- Collaborates with other City Divisions to ensure flawless project execution.
- Creates/Reviews proposed/existing legislation and administrative/operational procedures and submits recommendations for changes.
- Participates in the development and implementation of department/agency initiatives.
- 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: Bachelor's Degree in public administration, business administration, social work, economics, communications, law, or other related areas.

Required Experience: Three (3) years of experience planning, monitoring, coordinating, implementing, modifying, and evaluating agency programs and services.

Essential Skills:

- Strong technical skills, with the ability to learn new skills as required.
- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to think and act decisively about the program and operational issues.
- Analytical capabilities with accounting procedures and processes for structuring projects.
- Knowledge of grants management software.
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.
- Ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Exceptional interpersonal skills, including customer service, with the ability to work collaboratively and foster positive and professional relationships.
- Highly competent in planning, coordinating, monitoring, evaluating, and implementing programs.
- Knowledge of program evaluation and assessment techniques.
- Knowledge of the principles and practices of contract compliance monitoring.
- Ability to conduct periodic evaluations of programs and provide recommendations for improvement.
- Ability to handle sensitive and complex program issues and be a subject matter expert.
- Ability to organize assigned tasks, update supervisors, and coordinate with other City Divisions.
- Ability to think and act decisively about the program and operational issues.



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- Ability to conduct surveys, independent research, and field investigations.
- Ability to comprehend, analyze and interpret laws, rules, regulations, standards, and policies and apply them to specific situations.

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.