



**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**  
**Program Director - Affordable Housing and Construction**

**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:** \$70,000 - \$80,000 – Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City seeks a Program Director for the Affordable Housing and Construction group. This position will oversee several federal and local housing, community development, and homeless programs and will lead the Division's efforts around affordable housing in Jersey City. The Program Director will be responsible for and supervise the team managing and monitoring the HOME, HOME ARP and CDBG-Public Facilities grant programs as well as the Affordable Housing Trust Fund.

**Job Duties:**

- Participate in strategic planning as a member of the senior management team
- Forecast and track all payouts to meet legal requirements and program goals
- Ensure legal compliance across the Division's functions
- Contributes to and coordinates updates to publications, including the annual report, Division's website, funding applications, and brochures
- Help structure external communications on the Division's mission, goals, and programs
- Oversee the management of housing projects from initiation through closeout to ensure the project is proceeding in accordance to the projected scope, budget and schedule and is compliant with all applicable requirements and regulations.
- Provide clear and concise grants administration policies and procedures for grantees and staff
- Help identify grantees with capabilities for additional or new projects
- Prepare and process resolutions, agreements, and amendments for approval by City Council
- Process reimbursement requests and monitor Project Sponsor's performance activity and fund-source expenditures to ensure that objectives are accomplished
- Establish and maintain a positive working relationship with developers, project managers, non-profit organizations and other agencies



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- Collect and analyze data and prepare reports involving resource allocation, services delivered, and contract compliance for the City's annual CAPER Submission to HUD
- Interpret and implement applicable HUD regulations and guidelines
- Oversees monitoring of all HOME funded rental projects
- Assist with evaluating projects for the public benefit and infrastructure improvements
- Analyze projects for compliance with City priorities and strategies as articulated in the Consolidated Plan and Annual Action Plan as well as for financial feasibility and market conditions
- Facilitate development and execution of agreements and related loan/property closings
- Monitor the grants management operations to ensure the overall high quality of grant administration across programs
- Review Rental Projects, Annual Certification forms to ensure compliance with affordability requirements and review tenant files for income eligibility
- Approves request for Mortgage Subordinations and Discharges
- Conducts Housing Market Analysis on annual basis
- Provides oversight of Affordable Housing Trust Fund Meetings
- Liaison with City Departments Seeking Public Facilities Improvement funding
- Ensure compliance with Section 3 and Davis-Bacon requirements
- Uses resulting cross-program knowledge to support efficient operations that further the Division's goals
- 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:** Five years of experience in grants and proposal administration, three years of which should have been in a supervising capacity. Mortgage and underwriting knowledge and experience.

**Essential Skills:**

- Demonstrated leadership and vision in managing multiple projects and initiatives
- Ability to collaborate and maintain effective working relationships with City and other government officials, community groups, and the public
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative



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conclusions and recommendations

- Ability to monitor and apply government regulations related to Division
- Familiarity with HUD Community Planning and Development programs and grant management
- Familiarity with affordable housing in the State of New Jersey
- Understanding of the Division's program areas and mission
- Demonstrated experience in formulating and implementing policies and procedures.
- Knowledge and application of best practices in grantmaking
- Analytical capabilities with accounting procedures and processes for structuring projects
- Understanding current HUD Regulations related to the Division
- Knowledge of grants management software and information technology skills
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants
- Demonstrated experience with and sensitivity to varying cultural, ethnic, and social backgrounds, values and attitudes

**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.**