



**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 – Direct Services**

**Department:** Housing, Economic Development & Commerce

**Division:** Community Development

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

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

**Workweek:** Monday – Friday, 40 hours per week

**Salary:** \$75,000 - \$80,000. 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, mileage reimbursement, and more.

The City of Jersey City seeks a dynamic Program Director of Direct Services – Community Development. Under general direction, supervises professional and/or technical staff engaged in activities to promote the planning, operation, implementation, monitoring and/or evaluation of community-oriented programs designed to address community residents' socio-economic, human service, and other needs via home relocation services; Emergency Services Grant (ESG); home rehabilitation; down payment assistance; does other related duties as required.

**Job Duties:**

- Develops, designs, monitors, evaluates, and/or implements community service programs.
- Develops and establish new and revised work methods.
- Reviews and evaluates employees' work performance.
- Plans work schedules and sequence of operations on a weekly, project, or more extended basis to ensure an even flow and distribution of work and meeting schedules and deadlines.
- Develops and implement the policies and procedures necessary in maintaining and/or expanding social service projects for the community.
- Interprets the organization's planning, organization, philosophy, and objectives to the community.
- Establishes and maintains cooperative relationships with other agencies.
- Trains and supervises subordinate staff and provides them with advice and assistance.
- Evaluates and recommend policies concerning the practicality and feasibility of new and supplementary programs.
- Attends meetings and prepares suitable and comprehensive reports.
- Directs the establishment and maintenance of complete records of planning activities.
- Performs other duties as assigned.



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*\*Please note that 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 from an accredited college or university.

**Required Experience:** Four (4) years of experience in the development of programs designed to solve the socio-economic needs of residents of the state and/or local communities, which shall have included responsibility for the research, negotiation, and/or writing of proposals for community service programs. Graduation from an accredited college or university with a Master's Degree with a concentration in the field of human or social services may be substituted for one (1) year of the above experience.

**Essential Skills:**

- Knowledge of federal and state human and social services programs, community action, and other areas.
- Knowledge of current programs offered by foundations and private organizations to deal with community projects.
- Knowledge of methods and procedures for submitting funding proposals to the federal government and/or private foundations.
- Knowledge of the socioeconomic and other problems and needs of local communities.
- Ability to do research in connection with and to assist in submitting proposals for projects to assist communities in meeting the needs of their residents.
- Ability to assist in preparing a detailed application for federal grants.
- Ability to comprehend and interpret federal, state, and private foundation regulations for submitting applications.
- Ability to establish and maintain cooperative work relationships with associates in the department and state and federal agencies involved in the human or social service fields.
- Ability to assist in compiling studies and surveys and preparing first-draft reports as foundations for assessing community needs.

**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.**