



**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  
Compliance Officer**

**Department:** Housing, Economic Development, & Commerce (HEDC)

**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:** \$80,000-85,000. 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 dynamic Compliance Officer that will be providing leadership, direction, and general administrative oversight to the City of Jersey City's Division of Community Development. This role is responsible for ensuring DCD is operating in legal compliance with all affordable housing program guidelines, regulatory agreements, and municipal/federal policies and procedures. The Compliance Officer will perform a wide variety of tasks directly related to training, policy development, and oversight of affordable housing communities from acquisition through occupancy. This position is characterized by a high degree of initiative, responsibility, accountability, and ability to work congenially with various individuals and government entities.

**Job Duties:**

- Oversee the development and implementation of appropriate Compliance policies and policy changes that support the Consolidated Plan, Annual Action Plan, and strategic direction/plans.
- Keeps current on any changes in Federal and local regulations affecting affordable housing to staff in a timely manner.
- Updates Compliance policies, procedures, templates, and forms on shared drives (including but not limited to verification forms, policies, and procedures, resident selection plans, marketing plans, compliance manuals, contracts, agreements, mortgage documents, deed restrictions, etc.).
- Prepare compliance checklists for all requests submitted to/by the City's Law Department.
- Review project files and prepare written summaries for all requests made to/by the City's Law Department, including but not limited to requests for mortgage discharge, mortgage subordination and/or contract review.
- Analyze applicable federal, state, and/or local regulations governing HUD Entitlement Grant Programs and update City's policies and procedures to ensure compliance with regulations.



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- Ensure that systems are in place to monitor (site visits or “desk review”) site compliance with all regulatory agreements and requirements, including but not limited to Affordable Housing Trust Fund, CDBG, HOME, ESG, HOPWA, CSBG, and Fair Housing.
- Develop, review, revise, and implement corrective action plans based on internal and external audit findings. Review statistics on materials obtained from file audits and make appropriate policy recommendations.
- Work with staff in reviewing all regulatory and reporting requirements for each community.
- Develop and implement disciplinary action policies for handling negative notices of noncompliance from HUD/Contract Administrators or Investor auditors.
  
- Ensure timely, accurate, and complete compliance and reporting to all agencies, lenders, partners, investors, NJ DCA and HUD.
- Provide direct and ongoing advice to staff, including program administrators and managers, regarding all legal aspects of programs ensuring that operations comply with applicable laws and facilitating the timely and successful disbursing of project funds.
- Responsible for writing and reviewing Resolution Fact Sheet language; reviewing mortgages, title reports, and underwriting files; and preparing transactions, credit memos, and resolutions
- Responsible for writing and reviewing contracts, resolutions, mortgages, and deed restrictions for DCD transactions and reviewing title reports and underwriting files
- Coordinate external consultant/auditor file reviews.
- Performs other duties as assigned.

*\*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 Education:** Graduation from an accredited Law School or college or admission to practice as an Attorney-at-Law in the state of New Jersey. Applicants who do not possess the required education may substitute additional experience as indicated year-for-year

**Required Experience:** Two (2) years of work experience and knowledge in public policy, administration, real estate, land use and/or development, finance, procurement, and or housing

**Essential Skills:**

- Knowledge of real estate transactions and mortgage financing, state and federal housing programs



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- Must be familiar with statutes and regulations pertaining to the programs and demonstrate the ability to apply these laws and rules when negotiating and drafting agreements and legal documents. This includes, but is not limited to, matters related to acquisitions with developers and non-profits, homeownership opportunities, rentals, community renewal, and housing preservation.
- Working knowledge of grant administration (Federal, State, and Foundations).
- Ability to establish effective working relationships with staff, outside attorneys, and constituents.
- Ability to work under pressure on various projects on a given day.
- Ability to create and execute related training for staff development.
- Excellent oral communication and presentation skills.
- Excellent analytical and legal writing skills.

**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.**