



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
Chief Policy & Compliance Officer

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

Division: Affordable Housing

Exempt/Non-Exempt: Exempt

Union/Management: Management

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

Workweek: Monday- Friday, 40 hours per week

Salary: \$75,000 - \$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 Chief Policy and Compliance Officer to support the Department of Housing, Economic Development, and Commerce by assisting the Division Director of Affordable Housing with critical functions and procedures. The ideal candidate will have familiarity and expertise in affordable housing compliance.

Job Duties:

- Supervises the monitoring and compliance team and its operations for the Division of Affordable Housing.
- Assists with research and analysis to create policies that preserve and create affordable housing in Jersey City.
- Collaborates with the Legal Department and other City agencies as necessary to interpret and amend, as necessary, Chapter 188 of the Municipal Code which governs the activities of the Division of Affordable Housing and its programming.
- Collaborates with the Division Director of Affordable Housing, Division of City Planning, and other City Agencies to produce publishable operating manuals, policy briefs, reports, and data.
- Contributes to the development of technical assistance and training efforts for residents and property managers/developers in affordable housing compliance and policy initiatives.
- Review program procedures and policies, and recommend changes to enhance efficiency and productivity.
- Assists with the preparation of monthly, quarterly, and annual reports, as required.
- Coordinate and review redevelopment activities with other City departments, outside agencies, and developers.
- Assumes responsibility for special projects and other assignments, as needed.
- Perform 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,*

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.



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and activities may change at any time, with or without notice.

Required Education: Master's degree in urban planning, Public Interest Law (Preferred concentration in Housing), Public Administration, Public Policy, or other related fields. Possession of Bachelor's degree and additional years of experience may be substituted for educational requirements.

Required Experience: Four (4) to Seven (7) years of work experience in the housing or real estate sector. Supervisory experience of three (3) or more direct reports.

Essential Skills:

- Experience in calculating rent limits, rental increases, and analyzing income certification and eligibility is required (Experience may be substituted for advanced mathematics or other relevant financial experience).
- Advanced Excel, PowerPoint and other presentation development experience
- Expertise or familiarity with major housing policies and community development issues in urban areas.
- Familiarity with Uniform Housing Affordability Control (UHAC), HUD and/or NJHMFA housing compliance rules and regulations.
- Experience or familiarity with monitoring of affordable housing.
- Excellent organization, written, oral, and communications skills, including the ability to produce and deliver presentations.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Demonstrate strong problem-solving abilities and strategic thinking skills.
- Experience working in a non-profit or government sector.

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.