



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
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Job Opening
Affordable Housing Compliance Specialist

Department: Housing, Economic Development & Commerce

Division: Affordable Housing

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

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

Workweek: 37.5 hours per week

Salary: \$45,000 - \$48,000 – 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 qualified, dynamic, and motivated Affordable Housing Compliance Specialist to support the Department of Housing, Economic Development and Commerce – Division of Affordable Housing. The ideal candidate will assist with various administrative and compliance duties such as providing project management support, document drafting, records management, and tracking. The Affordable Housing Specialist will also assist in general office operations activities.

Job Duties:

- Assists with compliance and monitoring activities (file maintenance, document production, data entry and tracking).
- Drafts and creates documents, tracks and manages deadlines.
- Drafts and tracks the completion of Affordable Housing Agreements and Deed Restrictions.
- Files deed restrictions with Hudson County Register's Office.
- Assists with administrative support duties including answering telephones, scheduling meetings and attending to all correspondence, documents, e-mails, and other related materials.
- Reviews and checks assigned reports, project files, and other documents for corrections and completeness; refers problems to supervisor for resolution.
- Responds to constituents' inquiries about the affordable housing portal, affordable housing resources and assists in referrals.
- Prepares administrative correspondence, compliance documents, memorandums, meeting minutes and agendas.
- Responds and tracks inquiries for Affordable Housing information requests, intake, and customer support.
- Attends to communication with external developers and their representatives.
- Assists and participates in training and/or community outreach activities.
- Assists in maintaining and updating the Consolidated Affordable Housing Portal.

- Helps the Division's visitors by determining the reason for visit and giving the required information according to department procedures.
- Receives, screens, sorts and assembles documents and forms for further processing.
- Assists in general operations activities of the Division such as maintaining call logs, status trackers, and assisting in additional administrative support for Division Staff.
- 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: Bachelors' Degree from an accredited college or university. Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

Preferred Experience: Two (2) to Three (3) years of work experience in performing administrative compliance duties. Background in executive administrative support, real estate and property management as well as data entry and data management is preferred. Familiarity with federal, state and local Affordable Housing programs and funding sources preferred but not required.

Essential Skills:

- Exceptional organizational skills and a high level of attention to detail and accuracy.
- Proficiency with Microsoft Excel or other spreadsheet software.
- Proficiency with Microsoft Word, Adobe Acrobat and other document creation software.
- Ability to prepare official correspondence and clear, technically sound, accurate outlines for reports.
- Ability to do research in connection with Agreements, Deed Restrictions, mortgages and officially recorded instruments a plus.
- Ability to multi-task and solve problems.
- Ability to analyze and evaluate resources and available services to meet the needs of the residents.
- Ability to establish and maintain cooperative work relationships with associates in the department and local, state and federal agencies involved in the Affordable Housing fields.
- Ability to comprehend and carry out established office routines and department regulations.
- Technology Skills: Basic computer literacy, database management, and the ability to use computer-based technology to complete different tasks.

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.