



STEVEN M. FULOP  
MAYOR

**CITY OF JERSEY CITY**  
**DEPARTMENT OF HUMAN RESOURCES**

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NANCY RAMOS  
DIRECTOR

**Job Opening:**

**Project Manager, Affordable Housing**

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

**Division:** Community Development

**Exempt/Non-Exempt:** Exempt, Management

**Workweek:** 40 hours

**Salary:** 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 looking for an experienced project management professional who possesses sound knowledge, experience and administration skills re: various phases of the affordable housing development process, including project structuring, selection of development team members, obtaining site control, zoning and permitting approvals, community process and oversight of design and construction professionals.

**Job Duties:**

The ideal candidate must have familiarity with HUD affordable housing matters, including contracts, HUD regulations, and other related data, along with the capacity to expeditiously move forward goals and objectives of funded programs.

You must be able to analyze a developer's proposal for a low-income housing development, produce cash flows for new money issues and refunding, prepare presentations to credit rating agencies, organize the mailing of offering documents, assess the creditworthiness of a housing development and underwrite it for mortgage insurance; evaluate the financial information of public and private real estate companies; review property cash flows, valuations, projections, and market conditions that will affect real estate credits; and assess regional and national economics and market conditions and how they may affect the public and prospects.

You must also be able to meet with various supervisory personnel and/or administrators to gather in-depth information on their programs, goals, objectives or problems and compile and interpret data for and prepares reports containing factual information, conclusions, and recommendations.

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 Background:** Bachelor's Degree

**Essential Skills:**

- Strong organizational, research, and oral and written communication skills;
- Ability to work collaboratively with other staff and external parties;
- Comfortable working in open, shared work space;
- High degree of flexibility;
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions; and
- Excellent oral and written communicator with ability to work with software programs

**Preferred Education:** Bachelor's Degree in a related field (finance, community development, urban planning); Master Degree in a related field.

**Preferred Skills/Qualifications:**

- Prior experience in a public interest and/or grassroots setting;
- Bilingual (Spanish/English) skills preferred but not required; and
- Demonstrated commitment to social and economic justice

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/07061.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

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.