



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
280 GROVE STREET JERSEY CITY, NJ 07302
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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Loan Advisor

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 a loan advisor to plan, direct, develop, implement, and coordinate complex professional duties and responsibilities involved in the negotiation and development of affordable housing projects. This role would also involve providing program coordination and support for the Housing Team.

Job Duties:

- Perform income verification for prospective HUD homeowners/tenants occupying affordable housing units
- Perform monitoring and inspection of units that are federally funded through Community Development grants
- Participate in the implementation of affordable housing goals and objectives, policies and procedures related to affordable housing projects.
- Implement knowledge of principles and practices of affordable housing development using a variety of funding sources such as CDBG and HOME
- Review design concepts for compliance with City development guidelines.
- Assist in the preparation and administration of development agreements and professional services contracts
- Personally performs the most complex and detailed analyses to ensure City compliance with pertinent Federal, State and local laws, codes and regulations
- Assist the Program Supervisor/Grant Analyst with the organization and review the work of project support staff
- Assist in the preparation of program or division budgets; analyzes and monitors expenditures and receipts
- Establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials, other government officials, consultants and the general public.

- Provide program coordination and support for the Housing Team in the following functions:
 - Administer the Document Retention and Compliance Checklist for the Housing Team Projects
 - Assist in collecting reporting data for HUD monitoring, audits and IDIS
 - Set-up, revise and prepare projects through the Integrated Disbursement Information System (IDIS).
 - Schedule and track pre-construction and construction meetings
 - Assist in the preparation of agendas for pre-construction and construction meetings
 - Manage quarterly report and drawdown schedules
 - Provide management assistance and support in project tracking reports and schedules
 - Create and maintain project correspondence letters
 - Assist in preparation and submission of Partial Payment Vouchers
 - Write, edit or coordinate the preparation of reports, correspondence or other printed materials including determining necessary content.

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;
- Excellent oral and written communicator with ability to work with software programs
- Familiar with: organization and management principles and practices, municipal fiscal policy, financing and procedures; personnel management principles; applicable ordinances, laws and regulations; and advanced research techniques and information sources.

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

This is a Civil Service position and you must eventually pass and qualify for the applicable 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.