



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

### Program Monitor

**Department:** Infrastructure

**Division:** Transportation

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Local 246

**Full-Time/Part-Time/Seasonal:** Full time

**Workweek:** Monday – Friday, 37.5hrs/week

**Salary:** \$52,000, 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 is seeking a Program Monitor to support Transportation projects and programs, and reviewing, observing, and reporting on contracted funded programs to ascertain whether these programs are carried out in accord with contractual agreements or federal guidelines.

#### **Job Duties:**

- Reviews contracts, federal regulations, and other related data to familiarize oneself with goals and objectives of funded programs.
- Conducts onsite monitoring of funded programs using a standardized report sheet for the purpose of observing actual operation of the programs.
- Conducts field interviews of participants in these programs to ascertain if they are receiving proper training and/or benefits according to contractual agreements or federal guidelines.
- Reviews program records to collect factual data on the programs observed to establish if the programs are in compliance with contracted proposals or federal guidelines.
- Meets with various supervisory personnel and/or administrators to gather in-depth information on their programs, goals, objectives, or problems.
- Compiles and interprets data and prepares reports containing factual information, conclusions, and recommendations.
- Maintains up to date records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Makes traffic surveys, working alone or as one of a group, to determine volume, speed, and traffic behavior patterns at designated locations, and gathers mass transportation information.
- May conduct inspections for various permit types, draft correspondence and legislation for Transportation projects, prepare and submit work orders for street signage, prepare and submit payment vouchers and requisitions.
- Performs other duties as assigned.

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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*\*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:** Graduation from an accredited college or university with a Bachelor's degree.

**Required Experience:** Two (2) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting with program development and implementation.

### **Essential Skills:**

- Ability to plan, initiate, and execute programs within the department.
- Works harmoniously with associates, subordinates, other divisions and/or departments, and with the public.
- Knowledge of approved methods of compiling and interpreting data for the purpose of writing factual reports.
- Ability to accept responsibility for the accuracy of the concerned work.
- Ability to understand noncomplex contractual agreements and/or federal regulations for the purpose of understanding the working of funded programs.
- Ability to establish and maintain effective working relationships with other staff members, project participants, and sponsors.
- Ability to communicate effectively both orally and in writing
- Ability to supervise the maintenance of essential records and files.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/04700.htm>. The successful candidate must eventually pass and qualify for this 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](#).**

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