



POSTING NUMBER: HR25-0048

ISSUE DATE: 4/15/2025

TITLE: Government Representative 2, functional title, Deputy Administrator (Unclassified)

CLOSING DATE: 4/20/2025

DIVISION / OFFICE / UNIT: Housing and Community Resources / Housing Production Unit

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: \$120,000.00

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under direction of Housing Production unit administrator, manages state Affordable Housing Trust Fund program, including development of requests for proposal, management of application process, award of funds, provision of technical assistance to grantees, and close out and evaluation processes. Ensures all work is completed in compliance with AHTF regulations and protocols. Must have at least 10 years of experience with real estate financial underwriting standards and processes. Assists in the administration of the new Healthy Homes Program, which will fund the construction of new units to support members through their tenancy. Assists in the administration of newly funded NJ Housing Opportunities for Municipal Equity and Success (NJHOMES), offering support for municipalities to develop affordable housing that aligns with community needs.

The New Jersey Department of Community Affairs (DCA) seeks an experienced, mission-driven professional to serve as a Deputy Administrator in the Housing Production Unit, to provide oversight, underwrite projects, and provide technical assistance to assist DCA in achieving its affordable housing production goals. Reporting to the Unit Administrator, the Deputy Administrator will:

- Underwrite project applications for affordable housing projects financed through DCA-administered state and federal funds, according to underwriting standards established by DCA.
- Administer newly launched Healthy Homes Program to create affordable housing.
- Assists in administration of newly funded NJ Housing Opportunities for Municipal Equity and Success (NJHOMES) program.
- Manages portfolios of loans and grants from initial application to closeout, including site visits, timely review of financial statements, review and approval of disbursement/funding requests, monitoring for compliance and processing modification and extension requests.
- Directly assist the Administrator with various administrative and analytical duties related to the operation and monitoring of affordable housing and community development programs targeted to low- and moderate-income families, including oversight of project underwriting according to real estate financial underwriting standards and processes.
- Contribute to production goals by marketing programs, identifying development opportunities, and collaborating with stakeholders to produce project applications.
- Assist in the collaboration between State Agencies, Advisory Task Force, local government, community- based organizations and other stakeholders to develop best practices and policies to address the issues as they relate to affordable housing.
- Keep current with national research and practices related to affordable housing and serve as a resource for stakeholders.
- Prepare and deliver presentations and other communications regarding the Division’s policies and initiatives in a variety of venues.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: Graduation from an accredited college or university with a bachelor’s degree.

Ten (10) years’ experience in developing and/or managing programs addressing affordable housing.

Three (3) years’ experience in real estate financial underwriting standards and processes.

SPECIAL TRAINING: • Knowledge of current research, national best practices, and federal and state programs and regulations impacting affordable housing.
• Familiarity with the landscape of affordable housing programs in NJ, such as Balanced Housing, Home Investment Partnerships Program (HOME,) National Housing Trust Fund, Low Income Housing Tax Credit, as well as knowledge of populations impacted by the need and/or the development of affordable housing.
• Experience in collecting and analyzing data.
• Excellent written and verbal communication skills.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

ADDITIONAL NOTES: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR25-0048
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.