

City of Burlington
Department of Administration



JOB POSTING- OPENED TO THE PUBLIC
Director of Housing and Development
FULL-TIME POSITION

SALARY RANGE : \$90,317 – \$111, 255 (*Salary is commensurate with qualifications and experience*)

JOB DESCRIPTION: Under direction, administers the Department of Housing and Community Development; administers rehabilitation and preservation programs of the municipality to revitalize, rehabilitate, preserve, or restore residential, and noncommercial buildings and other neighborhood structures and facilities; coordinates and facilitates the overall administration of a comprehensive redevelopment program including real estate sale and acquisition, and redevelopment of these sites; coordinates, and monitors residential, commercial, industrial, economic, and other community redevelopment projects in accord with relevant laws, rules, regulations, and policies; does related work as required.

NOTE: *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

EXAMPLES OF WORK: Coordinates and oversees the various aspects of the redevelopment program, including conducting surveys, collecting and analyzing data, and preparing grant applications. May prepare planning and/or other reports related to land use and redevelopment. Confers with and advises potential developers of requirements for engaging in project development in the jurisdiction, explaining procedures, land use requirements, jurisdiction's policy on development, and so forth. Reviews initial development plans for compliance with ordinances, zoning and building codes and procedures. Assists in negotiating the terms and conditions of leases, contracts, and agreements to modify development project site plans; negotiates with developers so they comply with municipal regulations; explains affordable housing contributions where necessary; and monitors COAH compliance where applicable. Coordinates Community Rating System (CRS) Program. Coordinates policies and manuals for implementing federal and state grant programs. Analyzes the financial feasibility of development projects and identifies and helps developers seek funding sources. Develops and submits proposals for federal and state funding and comply with applicable regulations for projects funded by these sources; coordinates activities with other agencies to get information together for the preparation of proposals. Develop policies relating to housing and economic development. Updates the Housing Element and Capital Improvement Sections of the Master Plan by working with planning staff to ensure that the Housing Element reflects community policy. Evaluates proposals and applications from contractors to ensure that work plans align with the municipality's overall development policies. Serves as RCA Administrator. File reports required by the Council on Affordable Housing and New Jersey Housing and Mortgage Finance Agency setting forth progress in the implementation of each project; monitor rehabilitation expenditures to ensure that each expenditure is eligible for RCA funding; Monitor redevelopment and other projects for COAH compliance; and other related duties. Serves as Affordable Housing Coordinator for the municipality; sits in on formal contract negotiations to ensure incorporation of services, work, terms, and conditions (for example, elimination of blight, affordable housing, and so forth) into the project.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree in Planning Public Administration, Business Management, Engineering, or closely related field

EXPERIENCE: Seven (7) years of managerial, administrative, or supervisory experience which shall have involved the organization, direction, planning, and coordination of community programs or projects; and/or in the planning, development, and management of a large-scale land acquisition, real estate, and community development programs, which may have included responsibility for urban planning and urban renewal activities. Experience working with the Department of Housing and Urban Development (HUD) is highly desirable.

NOTE: Graduation from an accredited college or university with a Master's Degree in Business, Public Administration, or Urban Planning may be substituted for one (1) year of the above professional experience.

RESIDENCY REQUIREMENTS:

Effective 9/1/11, NJ PL 70 (NJ First Act) requires all State and Local government employees to reside in New Jersey unless exempted under the law. Employees have one year after the date of employment to relocate their residence to New Jersey or request an exemption. If you reside in NJ, you must retain NJ residency, unless you obtain an exemption. Employees who fail to meet the residency requirements obtain an exemption will be removed from employment.

Interested candidates should submit a cover letter and resume to Zoraida Pagan at Zpagan@burlingtonnj.us with subject line: Director of Housing and Community Development.