



Joseph V. Doria, Jr.  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 5/21/08

**JOB TITLE:** Contract Administrator

**RANGE:** ( R11 )

**DIVISION:** Contract Administration

**FL STATUS:** Exempt  Non-Exempt

**UNION STATUS:** Professional Unit  Administrative Unit  Non-Union

**EMPLOYMENT STATUS:** Full Time  Part Time  Temporary

### **JOB DESCRIPTION:**

Conduct Management and Occupancy Reviews in accordance with HUD specifications; follow up on HUD physical inspections to determine compliance with established procedures and to ensure the correction of noted deficiencies; identify and resolve problems related to operation of the development, management deficiencies, excessive vacancies, or other areas identified by HUD as problems; prepare monthly, quarterly, and annual status reports; review and analyze operating budgets and the need for rental adjustments; review and approve Section 8 HUD vouchers; assist on-site managers in the implementation and interpretation of HUD rules and regulations and in determining tenant eligibility. Assist outside agencies in interpreting and implementing HUD rules and regulations in accordance with HUD manual #4350.3. Maintain database of electronic transmission of tenant files through Tenant Rental Assistance Certification Systems (TRACS). Update rent schedules as required.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION / EXPERIENCE:**

Four (4) year degree in Business, Public Administration or related field and five (5) years of progressively responsible housing management experience which demonstrates a thorough knowledge of Section 8 Project Based programs; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

#### **SKILLS:**

Proficiency in Microsoft Office environment; ability to communicate orally, in writing, and to listen actively; and the ability to analyze complex issues/problems and recommend solutions.

Other Requirements: Travel is required throughout the state.

Physical Demands: Ability to walk the site of the Developments.

### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**