



Human Resources
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NOTICE OF VACANCY

Department: Affordable Housing

Post Date: October 3, 2016

Position: Manager

Deadline: October 30, 2016

Salary Range: \$57,000-\$90,000

Description: The Affordable Housing Manager's role is to monitor and enforce the established regulations according to DCA/Council on Affordable Housing (COAH), Uniform Housing Affordable Controls (UHAC) and Municipal ordinances. Additional responsibilities include qualifying buyers, marketing affordable properties, and processing the sale of low and moderate income housing within the municipality. The manager will coordinate rentals and sales with the Administrative Agents (AA), attorney(s), and HOA property managers, owners, landlords and the public. In Municipal Housing Liaison capacity, they will submit monitoring data to DCA/COAH from 8 AA's and verify Trust Fund monitoring in order to meet municipal obligations toward DCA/COAH compliance. She/he will attend compliance sessions that involve tenant and/or owner complaints; establish and enforce affordability controls and ensure that units are sold or rented, as applicable, to eligible households. Adherence to, and ensure the implementation of Federal and NJ Fair Housing laws, management of the Washington Oaks & Griggs Farm income-based resales, general property management, and office fiscal management are also required. NJ State Real Estate License desirable.

Requirements: Ability to climb stairs and inspect properties. Must satisfy employer paid physical, drug screen and criminal background check. NJ residency required by State Statute.R.S.52:14-7.

Submit application, cover letter of intent and resume as attachments to: humanresources@princetonnj.gov
Application available online at <http://www.princetonnj.gov/employment.html>

EOE - M/F/V/H

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