

The County of Burlington Department of Human Services, Division of Community Development and Housing, is searching for a full-time Director.

The identified candidate will be responsible for community development programs and all its personnel, and is responsible for the administration, planning, and development procedures of community development programs and for promoting and administering a comprehensive community development service which includes planning, organizing, monitoring, and evaluating federal, state, and county community-oriented programs.

Examples of Duties:

- Supervises Continuum of Care (COC) operations including HUD NOFO, and Social Services for the Homeless funding.
- Supervises the preparation of reports including midyear, quarterly, and annual progress reports including but not limited to the CAPER, Annual Action plan, 5-year Consolidated Plan,
- Administration of federally funded programs such as:
 1. Housing and Urban Development (HUD) Programs
 2. Home Improvement Loan Programs
 3. Home Investment Partnership Program
 4. First-Time Homebuyers Program
 5. Community Development Block Grant (CDBG) Program which includes emergency home repair and heater replacement
 6. Prepares contracts, recommendations, resolutions, correspondence, and related materials.
 7. Management of Personnel
 8. Outreach to both the business and residential communities.

Qualifications

Possession of a master's degree from an accredited college or university; and five (5) years of relevant experience, two (2) of which should be supervisory, in the organization, direction, planning, coordination, and control of community development projects or programs.

Interested candidates may email their resume/cover letter to Rick Lombardo at: applications@co.burlington.nj.us

Please put "Director of CD" in the subject line.