



Deputy Director – Grant Manager/Program Director
Bergen County Department of Administration & Finance – Bergen County Division of Community Development (BCDCD)

Organizational Overview:

The Bergen County Division of Community Development (BCDCD) provides a comprehensive and flexible source of application-based funding for its 70 municipalities, eligible non-profits, government agencies, and residents to address a broad array of community, support services, and housing needs. Predominantly serving low- and moderate-income neighborhoods and residents, BCDCD's programs are valuable tools that empower communities and individuals to improve quality of life. BCDCD is wholly funded by U.S. Department of Housing and Urban Development (HUD) annual and supplemental grants.

Job Description:

BCDCD receives the largest allocation of U.S. Department of Housing and Urban Development (HUD) annual entitlement funding in New Jersey and is seeking a highly experienced specialist with detailed knowledge of HUD regulatory requirements and a background in civil service staff management.

Job Responsibilities for Division as a Whole and by Grant:

Directs 80% of BCDCD Annual Grant Funding in Addition to Supplemental Grants *

- Manages Community Development Block Grant(CDBG)
- Manages Community Development Block Grant – COVID Supplemental Grant, Cares Act (CDBG-CV) (Expires 8/14/26) *
- Administers Emergency Solutions Grant (ESG)
- Administers Continuum of Care(CoC)
- Senior Advisor, Home Investment Partnership – American Rescue Plan Grant (HOME-ARP) for Support Services Projects *

Bergen County Division of Community Development (BCDCD)

- Writes/submits annual HUD Action Plan (except for HOME Grant section)
- Writes/submits annual HUD CAPER Report (except for HOME Grant section)
- Writes/submits/updates HUD 5-Year Consolidated Plan as needed
- Final review of all BCDCD bimonthly voucher submissions to Treasury
- De Facto Chief Compliance Officer for all Grants other than HOME

Community Development Block Grant (CDBG)

- Supervises 3 CDBG contract administrators
- Reviews 100+ annual applications for HUD eligibility and finalizes with staff: BCDGD uses ZoomGrant application software
- Supervises annual regional committee (6 regions) funding allocation meetings
- Reviews/finalizes all CDBG contracts prior to submission for signatures
- Partners with Director on annual division work plan; annual HUD Time Test; Unprogrammed Funds allocations; project/subgrantee troubleshooting; special projects
- Stays updated on HUD CDBG regulations, paperwork requirements, et al.; maintains policies and procedures

Community Development Block Grant – COVID Supplemental Grant, Cares Act Funding (CDBG-CV)

- Manages all aspects of project application assessment, contracting, project implementation, and voucher reimbursement with support from CDBG Contract Administrators
- Stays updated on HUD CDBG-CV regulations, paperwork requirements, et al., and maintains policies and procedures
- Current focus is on grant phase-out, which will require close-out reporting through December 2026

Emergency Solutions Grant (ESG)

- Manages all aspects of application assessment (8+); contracting; subgrantee technical assistance; project implementation; voucher reimbursement; and annual close-out reporting with support from designated CDBG Contract Administrator
- Reviews/finalizes all ESG contracts prior to submission for signature
- Keeps updated on HUD ESG regulations, paperwork requirements, et al.; maintains policies and procedures
- Coordinates ESG and CoC annual allocations; collaborates with CoC Executive Committee

Continuum of Care (CoC)

- Serves as HUD CoC Lead for Bergen County; administers/coordinates/oversees all aspects of program, including:
 - Leading/coordinating regularly scheduled meetings of the full Continuum/General Committee (government and nonprofit agencies involved with homeless prevention and care), Executive Committee, and 4 specialized Subcommittees, each of which meets separately 6 times per year
 - Ongoing site and desk monitoring of all CoC projects to ensure compliance with HUD requirements and timely submission of all required reports;
 - Provision of direct technical assistance to subgrantees and making sure that monitoring findings are addressed correctly and on time;
- Oversees/works with:
 - Specialized contractor responsible for writing/submission of annual CoC HUD application; development of annual CoC program/work plan; management of project implementation by subgrantees; and analysis of annual homeless PIT count data
 - Designated CDBG Contract Administrator who provides support as needed
 - Stays updated on HUD CoC regulations, paperwork requirements, et al.; maintains policies and procedures
 - Serves as Board member of Bergen County Homeless Trust Fund Committee

Schedule:

- Full-time (40 hours/week) Monday – Friday
- Occasional overtime may be required based on program needs.

Education & Other Requirements:

- Graduation from an accredited college or university with a Bachelor's degree
- Excellent oral and written communication skills
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.
- Appointees will be required to possess a driver's license valid in New Jersey to perform the essential duties of the position.

What we offer:

- Health, Dental, and Vision Coverage
- Enrollment into the state pension system
- Life, Short-term Disability & Long-term Disability coverage
- Generous Paid Time Off
- Voluntary Deferred Compensation Plan
- Tuition Reimbursement
- Employee Assistance and Employee Wellness Programs

Salary: \$115,000 – \$135,000 / per annum

Please send [employment application](#) to resume@bergencountynj.gov with the job title in the subject line.

The County of Bergen is an Equal Employment Opportunity (EEO) Employer.

It has been and will continue to be a fundamental policy of The County of Bergen not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws. This policy applies to all aspects of employment, including hiring, promotion, demotion, compensation, training, working conditions, transfer, job assignments, benefits, layoff, and termination.

The County of Bergen complies with the New Jersey First Act. An employee's primary residence must be within the State of New Jersey, or the employee will have 365 days (1 Year) from their date of hire to satisfy the requirement of principal residency.