

**BOROUGH OF ISLAND HEIGHTS
PO BOX 797
ISLAND HEIGHTS, NJ 08732**

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT #: 25-01

POSTING PERIOD: 11/25/24 – 12/30/24

AGENCY POSTING
 STATEWIDE POSTING

TITLE: Municipal Housing Liaison (A Vacancy May Occur)

SALARY RANGE: Part Time Hourly – Per Credentials and Experience

LOCATION/JURISDICTION: Borough of Island Heights

JOB DESCRIPTION:

Under the Supervision of the Mayor and/or his/her designee performs the duties of a Municipal Housing Liaison on behalf of the Borough of Island Heights. Duties will include; serving as the Borough's primary point of contact for affordable housing, overseeing the monitoring and reporting on the status of proposed and completed affordable housing units, ensuring compliance with all State and Federal Rules and Regulations in overseeing affordable housing projects in the Borough, coordinating meetings with developers, providers and municipal officials as necessary. Will perform other duties as assigned.

REQUIREMENTS:

Candidates must be a minimum of eighteen (18) years of age

Candidates must have a High School Diploma or Equivalent (GED)

Candidates must have a Bachelors Degree from an Accredited College or University

Candidates will be required to meet all of the certification and training requirements established by the New Jersey Department of Community Affairs for those persons performing the duties of Municipal Housing Liaison for a Municipality.

LICENSE: Appointees will be required to possess a driver license valid in the State of New Jersey.

INTERESTED CANDIDATES:

Candidates must submit a Letter of Interest and Resume prior to the aforementioned deadline, to the Office of the Borough Clerk, PO Box 797, 1 East End Avenue, Island Heights, NJ 08732 or via email to; boroughclerk@islandheightsborough.gov