

**COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE 19-25**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB
DESCRIPTION AND SALARY SCALE**

Section 1. Purpose & Authority. Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the Paramus Affordable Housing Division and updates the job description.

Section 2. New Title: The following title is hereby created in the Affordable Housing Department and in the PSEA Collective Bargaining Unit.

Assistant Director Affordable Housing

Section 3. Job Description. The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

Assistant Director Affordable Housing

Salary Scale as Follows:

Step 1	Step 2	Step 3	Step 4	Step 5
\$50,554.80	\$55,065.90	\$59,667.21	\$64,360.56	\$69,147.77

Section 4. No New Rights/No Vacancies. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

Section 5. Repealer. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

Section 6. Savings and Construction. This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

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Section 7. Codification. This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

Section 8. Effective Date. This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:



ANNEMARIE KRUSZNIS, RMC
Borough Clerk

Approved:



RICHARD A. LABARBIERA
Mayor

Introduced: September 10, 2019

Final: September 24, 2019

ASSISTANT DIRECTOR AFFORDABLE HOUSING

DEFINITION:

Assistant Director Affordable Housing assists the Director with the responsibility for the overall day-to-day operations of an affordable residential community in Paramus. The Assistant Director Affordable Housing is assigned day-to-day operations of affordable housing and COAH properties including the supervision of maintenance functions in compliance with all Borough policies and procedures and all applicable Equal Employment Opportunity, Fair Housing and Human Rights statutes, as well as monitoring each property's compliance with all and any applicable program regulations. Supervises all employees within a chain of command structure; does other related duties as required.

EXAMPLES OF WORK:

- Supervise accounts payable/receivable.
- Understanding of Operating Statements and Financial Budgets
- assist in the supervision of all marketing, leasing and administrative functions for PAHB and Project Based Section 8 property.
- Assist as needed in the Hire, training, and evaluation of office/maintenance staff.
- Supervise site specific program administration, assists in the compliance with each applicable agency local, state and federal guidelines
- Aides with tenant/landlord relations.
- Assists with supervision of day-to-day maintenance operations.
- Provides financial assistance to the Director and provides analysis and reporting as needed
- Develop property budget.
- Train office in accordance with related policies and procedures.
- Special projects as assigned. Qualifications Background profile as needed

REQUIREMENTS:

- Bachelor's Degree from an accredited College / University
- Affordable Housing and LIHTC/section 8 experience strongly preferred
- 2+ years' experience in property management or business office management
- Strong leadership qualities
- Position requires extensive administrative & organizational skills ability to organize and prioritize work
- Excellent written and verbal communication skills (including excellent telephone skills)
- Ability and commitment to learn new material quickly and further develop skills
- Self-starter with the ability to work both independently and within a team
- Experience with MS-Office (solid knowledge of Word, Excel, and Outlook)
- Experience with Borough financial programs, ability to quickly learn new software programs.
- Ability to perform accounting functions (Accounts Payable/Receivable) complete with comprehensive understanding of credits/debits/re-classes and accruals.
- Ability to work on several projects at once while continuing to perform day-to-day activities Benefits and Features
- Training and development programs

LICENSES:

- Producers License: Certifications - Anti-Money Laundering; Basic Ethics for Insurance Professionals; Insurance Principals and Policies; Life Insurance Essentials; Fraud in the Life and Health Industry; Intro to Annuities.
- NJ Real Estate License: Certifications - Ethics at Work Real Estate Class; Marketing, Advertising, and Social Media; Technology Tools, Trends, and Risk Management.
NJ Certification of Housing: Introduction to Affordable Housing for New Jersey Municipalities; Determining Eligibility for Affordable Housing; Fair Housing; Ethics For Affordable Housing Professionals; Records Management for Affordable Housing; Qualifying Households For Affordable Housing.
- NJ Notary