

Jeffrey M. Lanigan
Mayor



Matthew J. Andrews
Deputy Director

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

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March 20, 2025

NOTICE

JOB OPENING

(1)

Community Development Project Manager
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
(Competitive Classification)

PAY SCALE: \$53,193-\$69,684
CSEA Grade 116
RATES ARE PER 2025 CSEA CONTRACT

WORK WEEK
MONDAY – FRIDAY
8:30AM – 4:30PM
1 HOUR LUNCH BREAK

PLACE
CITY OF ROME
ROME CITY HALL
198 NORTH WASHINGTON STREET

JOB DESCRIPTION ATTACHED

JOB TO BE FILLED AT THE DISCRETION OF
THE CITY OF ROME

APPLICATION SUBMITTALS
SEND RESUME AND COVER LETTER TO
MR. MATTHEW ANDREWS, DEPUTY DIRECTOR OF THE DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
MANDREWS@ROMECITYGOV.COM

COMMUNITY DEVELOPMENT PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the City of Rome Department of Community and Economic Development and involves responsibility for managing the planning, design, inspection and rehabilitation of residential, commercial structures, and public projects. Work is performed under general supervision of the Deputy Director of Planning and Community Development with leeway allowed for exercise of independent judgment in carrying out details of work. Management responsibilities are exercised over the work of clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in data collection for funding applications and projects;
- Maintains accurate records in both digital and hardcopy form for each project assigned;
- Manages project designs, inspections, contract administration and payment tracking;
- Informs and assists contractors with rules and regulations required by the Local, State and Federal government and ensures compliance with equal opportunity and affirmative action requirements;
- Attends meetings, prepares reports and related data relative to projects;
- Prepares news releases and informational materials for projects;
- Reviews contracts for regulatory compliance as required by project funding agencies;
- Represents the Department of Community and Economic Development at pre-construction conferences with contractors, homeowners, neighborhood groups, etc., to insure program regulations are met and functions as a resource person;
- Supervises the review of development projects and final specification and cost estimates with consultants to ensure clear and complete documents;
- Keeps track of Community Development activities such as project committee members, neighborhood groups, communications and acts as a liaison with Local, State and Federal agencies, monitors deadlines and compiles related information for program reimbursements, reporting and for the general public;
- Monitors the projects and contractors to ensure work is completed in accordance with project agreements and time schedules;
- Maintains budgetary records and other pertinent data for each project assigned;
- Assists Agency Planners in identifying community development needs and goals and points out potential problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of building construction techniques and practices;
- Good knowledge of local and City codes;
- Good knowledge of geographic, social and economic structure of the city;
- Good knowledge of how the environmental, social and economic concerns of individuals and communities as a whole impact on each other;
- Good knowledge of techniques of monitoring expenditure of project funds;
- Ability to manage the work of subordinate personnel;
- Ability to establish and maintain effective working relationships with contractors and consultants;
- Ability to explain administrative details of projects and/or contract provisions to lay persons;
- Ability to prepare records and reports related to the work;

COMMUNITY DEVELOPMENT PROJECT MANAGER

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to meet and deal with the public;
- Ability to arrive at decisions independently in accordance with established rules and regulations;
- Knowledge of standard office practices and procedures;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's degree in Business Management, Business Administration, Economics, Accounting or Construction Technology and one (1) or more years of experience in housing management, housing rehabilitation, or housing construction; **OR**
- B. Graduation from high school and three (3) or more years of experience as outlined in (A) above; **OR**
- C. An equivalent combination of experience and training as outlined by the limits of (A) and (B) above.

RCS adopted 8-14-81: Neighborhood Improvement Project Manager

Retyped: 4-20-06

12-12-2017: Former Title: "Neighborhood Improvement Project Manager" to reflect elimination Neighborhood Improvement Program under Housing and Urban Development.