

Jeffrey M. Lanigan  
Mayor



Matthew J. Andrews  
Deputy Director

**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

ROME CITY HALL, 198 N. WASHINGTON STREET  
ROME, NEW YORK 13440-5815  
Telephone: (315) 339-7643 Fax: (315) 838-1167  
www.romenewyork.com

March 20, 2025

**NOTICE**

**JOB OPENING**

(1)

**Community Development Specialist**  
**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**  
(Competitive Classification)

PAY SCALE: \$51,032-66,819  
CSEA Grade 114  
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](mailto:MANDREWS@ROMECITYGOV.COM)

**COMMUNITY DEVELOPMENT SPECIALIST****DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the City's Department of Planning and Community Development and involves responsibility for various components of the Community Development Block Grant ("CDBG") Program. Specific features may include the monitoring of sub-recipients, assist in the preparation of annual reports and plans, development of potential projects, assuring compliance with Housing and Urban Development ("HUD") regulations and managing the processes of various city sponsored programs. The incumbent may be responsible for planning and implementing community awareness activities related to the program. Additionally, the incumbent may be responsible for a portion of the maintenance of the financial records of the Planning Department to include the CDBG Program and the City's department budget. The work is performed under the general supervision of the Director of Planning and Community Development and Deputy Director of Community Development with leeway allowed for exercise of independent judgment in carrying out details of the work. Management responsibilities are exercised over the work of Community Development Advisors, and clerical employees engaged in activities that support the CDBG Program. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assists Deputy Director and Director in the preparation of annual reports, quarterly financial reporting, IDIS activity reporting and applications as it pertains to CDBG funding and other Community Development issues;
- Participates in activities that further the development of Community Development organizations and the community as a whole;
- Reports to the director and/or local legislative officials on departmental activities and future proposed plans;
- Maintains contacts with city department heads regarding coordination of projects, funding and budgetary considerations;
- Develops program objectives dealing with community development and economic development;
- Keeps up-to-date on new developments in the field of community development;
- Discusses feasibility and potential value of proposed projects and aids the Director in making decisions regarding priorities and the extent and scope of community development studies;
- Performs intake on potential sub recipients to evaluate eligibility and assist in application preparation;
- Examines applications from sub recipients and makes recommendations and takes appropriate action;
- Manages mortgage discharge requests;
- Informs and assists sub recipients and contractors with rules and regulations required by the federal government and insures equal opportunity, affirmative action, and prevailing wage requirements are met;
- Prepares reports and related data relative to the CDBG Programs;
- Prepares newspaper advertisements and informational materials to promote the program and recruit sub recipients in need of program assistance;
- Keeps track of community development activities such as neighborhood groups, communications and liaisons with federal agencies, monitors deadlines, and compiles information pamphlets for program recipients and the general public;

**COMMUNITY DEVELOPMENT SPECIALIST****TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Performs duties as Fair Housing Officer for the City of Rome;
- Maintains budgetary records and other pertinent data for each CDBG program year;
- Maintains indefinitely all files and records relating to completed CDBG Projects;
- Maintains accounting functions and records and other pertinent data for each approved Community Development Project to include requisition and voucher writing, department payroll, record-keeping and HUD draw-downs;
- Assists agency planners in identifying community development needs and goals and points out potential problems;
- Monitors sub recipients annually and maintains documents for reporting and audit purposes;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Knowledge of basic accounting practices to include payables and receivables;
- Strong interpersonal and problem solving skills in dealing with a wide range of people and situations;
- Solid computer skills to include word processing and spreadsheet development and maintenance;
- Good knowledge of techniques of monitoring expenditure of project funds;
- Ability to manage the work of Community Development Advisors and other clerical personnel;
- Ability to establish and maintain effective working relationships with, sub-recipients, contractors and property owners; ability to explain administrative details of the CDBG Program to members of the community;
- Ability to prepare records and reports related to the work; 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.

**MINIMUM QUALIFICATIONS:** **Either:**

- A.) Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's Degree in Business Management, Business Administration, Public Administration, Economics, Accounting, Sociology or related field, and two (2) years of experience in the community development discipline in a government setting; **OR**
- B.) Master's degree in one of the above disciplines and one (1) year experience as described above; **OR**
- C.) An equivalent combination of training and experience defined by the limits of (A) and (B) above.