

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 245-1

Title of Position: Project Manager

Vacancy exists in City Planning Department /Community Development Division.

Salary Range: \$44,819 - \$62,407 per year

Date Posted: September 1, 2016

Deadline for Applying: September 14, 2016

Remarks: This is a Classified/Exempt Position.

Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Community Development Coordinator and the Housing Officer, will be responsible for assisting in administering an overall implementation of the Community Development Program, Home Improvement Program and the Lead Hazard Reduction Program. Duties include planning, directing, coordinating program activities for Community Development Program, Home Improvement Loan Program, and the Lead Hazard Reduction Program; planning, directing and coordinating construction projects undertaken by the Community Development Program, Home Improvement Loan Program, and the Lead Hazard Reduction Program; preparing rehabilitation specifications for residential rehabilitation projects of the Home Improvement Loan Program; development and implementation of CDBG projects from preparation of construction documents through the bidding process; responsible for construction supervision and inspections of CDBG and Home Improvement Loan Program Projects; preparing status reports on all projects; insuring that funded projects are in compliance with local, State and Federal regulations; assisting in the preparation and submission of Five Year Consolidation Plan; Yearly Action Plan, and CAPER Report; and performing related work as required.

Education & Experience: Bachelor's degree (B.A./B.S.) or equivalent from a four year college or technical school; with four years related work experience and/or training; or any equivalent combination of education and experience.

T.D.D. 739-9150 Telecommunications Device for the Deaf

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER