



Beaver County, Pennsylvania Job Description

Job Title: Assistant Director of Project Management	Department: Community Development
Reports to: Director	Effective Date: 2023
Classification: Exempt-Non-Union 35 hour workweek	Revision Date: 9/2026

Job Summary

This is professional management position that coordinates a variety of Federal and State funded economic and community development programs.

Essential Functions

This job description is not designed to cover a comprehensive list of duties or responsibilities that are required. Essential functions may change, or new ones may be assigned at any time with or without advanced notice that are a logical assignment to the position.

- Prepares and submits the 5-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER), in conjunction with the CDP Director.
- Prepares and submits the semi-annual HUD 2516 & 4710 reports.
- Responsible for opening and closing all CDBG, ESG, and HOME projects in IDIS.
- Review and mitigate all flagged activities in IDIS.
- Reviews and selects CDBG, ESG, & HAP applications on an annual basis.
- Trains project managers on HUD procedures and holds monthly project manager meetings to ensure timeliness goals are adhered to.
- Researches, plans, and identifies development opportunities for new projects that support the mission of the Community Development program.
- Reviews and approves all environmental reviews that are generated from the CDP office.
- Completes environmental reviews and environmental assessments for all assigned projects.
- Prepares bid documents, contract documents and agreements between the County of Beaver and vendors, design professionals, developers, or non-profit agencies.
- Coordinates the Façade Improvement Program, this includes: intake and processing of applications from commercial building owners, coordinating with Main Street LRO community groups, facilitating design meetings between applicant and architect, consistent communication with FIP architect, completing HUD and State Historic Preservation Office environmental reviews, preparing bid package/bidding out project, contract execution, representing the County at all project related meetings, coordinating construction schedule with awarded contractor, site inspections, payroll/invoice approval, purchase order processing, execution of mortgage agreements, updating guidelines as needed, and other related/necessary duties.
- Coordinates the Building Integrity Program, this includes: intake and processing of applications from commercial building owners, attending regular meetings with applicant as needed, coordinating with Main Street LRO community groups, facilitating design meetings between

applicant and architect, consistent communication with BIP architect, completing HUD and State Historic Preservation Office environmental reviews, preparing bid package/bidding out project, contract execution, representing the County at all project related meetings, coordinating demolition/construction schedule with awarded contractor, site inspections, payroll/invoice approval, purchase order processing, execution of mortgage agreements, updating guidelines as Manages various CDBG projects as assigned each year, this includes: reviewing project applications, working closely with applicants and design professionals, completing HUD and State Historic Preservation Office environmental reviews, preparing bid package/bidding out project, contract execution, representing the County at all project related meetings, coordinating construction schedule with awarded contractor, site inspections, payroll/invoice approval, purchase order processing, execution of mortgage agreements, and other related/necessary duties.

- Provides technical assistance regarding funding source regulation and requirements to all parties involved in contract management.
- Assists potential commercial and residential rehabilitation vendors with capacity building activities.
- Participates at community meetings, council meetings, etc. as needed to gauge community needs and attend Mainstreet Local Revitalization Organization meetings as needed.
- Consistently communicate with local municipal officials, contractors, and developers
- Performs other duties as required.

Minimum Training, Education and Experience

Bachelor's degree in Public Administration, Community/Economic Development, or closely related field; supplemented by three (3) years previous experience and/or training involving community development; or an equivalent combination of education, training, and experience.

Must possess knowledge of and demonstrate skill in project evaluation, contract administration, construction practices, construction management, community development practices, community services practices, contract/grant management and legislation regulating grant administration.

Ability to prepare and maintain administrative files on projects and technical/progress reports.

Must possess ability to use the following computer applications; Microsoft Word, Excel, Access and Adobe Acrobat

Other Requirements

A valid Driver's License.

Attendance: Regular attendance is required.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.