

## PROJECT COORDINATOR

Purpose: Coordinate and implement special projects. Review operational procedures and evaluate the effectiveness of existing and proposed programs and operations.

Functional Areas: Under general direction:

1. Evaluate the effectiveness of existing and proposed procedures and operational practices.
  - \* A. Analyze current operations and procedures to determine problem areas, make recommendations to improve areas of operation, and design valid research methods to effectively accomplish desired results.
  - \* B. Assist department personnel in determining the scope of a particular project as well as establishing goals and timetables.
  - \* C. Provide department personnel with relevant information to assist them in the decision making process.
  - \* D. Assist department personnel in preparing and presenting recommendations.
2. Develop programs and operational procedures as directed.
  - \* A. Research necessary data and systems to develop new and more efficient procedures.
  - \* B. Coordinate with various City departments, other government agencies and community groups to develop methods of sharing resources, minimizing duplication and simplifying procedures.
  - C. Provide training on new or modified systems to all affected parties.
3. Act as lead worker on assigned programs and projects and perform other related work as required.
  - \* A. Determine needs, requirements, timetables, and priorities of assigned work projects such as automation and computerization of existing manual procedures.
  - \* B. Perform work with staff as assigned to carry out job assignments.
  - C. Provide direction and assistance to others involved in operational problem solving.
  - D. Develop office and reporting procedures and other administrative functions.
  - \* E. Prepare and/or present reports and proposals.
  - \* F. Attend meetings as directed.

## JOB REQUIREMENTS

1. Experience and Education
  - \* A combination of education and/or experience equal to a four year bachelor's degree and two years full-time equivalent experience in the functional areas identified as essential above.
2. Knowledge
  - \* A. Knowledge of budgeting and capital improvement programming.
  - \* B. Knowledge of program analysis, planning, implementation and evaluation principles and techniques.
  - \* C. Knowledge of accepted personnel, supervisory and management practices.
  - \* D. Knowledge of personal computer hardware and software configuration and use of software programs in the development and presentation of information.
3. Skills
  - \* A. Skill in writing reports, letters, memos and presentations in an understandable and logical format.

- \* B. Skill in communicating logically and accurately in oral and written forms.
- \* C. Skill in evaluating and analyzing operational methods and procedures.
- \* D. Skill in managing and tracking multiple projects concurrently.
- \* E. Skill in working with architects, engineers, contractors, attorneys, planners and other professionals.
- \* F. Skill in the operation of personal computer and related software.

4. Abilities

- \* A. Ability to organize, schedule, coordinate and delegate work.
  - \* B. Ability to establish and maintain effective working relationships with supervisors, employees and the general public.
  - \* C. Ability to transport oneself to, from and around sites of projects and sites of public meetings.
  - \* D. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 50 pounds, such as television, video camera recorder, and projectors.
  - \* E. Ability to read and interpret technical manuals, basic blueprints, maps and other manuals as required.
- \* Essential functions, or job requirements necessary on the first day of employment.

HR: KG	Union: Basic	EEOC: Professionals	CSB: 19940308	Class No: 3321
WC: 9410	Pay: 32	EEOF: Varies	CC: 19940321	Resolution: 94-0235R