

PROJECT COORDINATOR

DEFINITION

To plan, organize, coordinate and implement the development and management of City projects of various complexity and scope; to conduct assessments that may include, but are not limited to, space needs, department procedures and programs, facility condition, financial and/or administrative studies; to negotiate and administer consultant agreements, contracts and leases; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

May exercise direct supervision over office support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned projects to improve and enhance departmental coordination, service delivery, and customer service; implement policies and procedures.

Confer with department managers regarding budget requests related for assigned projects; assess and evaluate project requirements and establish short and long-term goals; recommend improvements and modifications; prepare various reports on operations and activities.

Develop and manage project budget; make purchasing decisions associated with the implementation of project within established City practices and principles.

Attend meetings and workshops regarding assigned project; serve as liaison between department and other City departments and outside agencies.

Gather and analyze data and information affecting departmental needs; and conduct studies to assess and address those needs.

Determine feasibility and cost of requests for services and proposed projects; prepare budgets, cost estimates and project schedules for assigned projects.

Plan, coordinate and monitor space and/or facility improvement, modification and maintenance projects; develop scope of work; confer with departments and consultants; prepare construction plans and documents, budget reports, and authorization-related recommendations.

PROJECT COORDINATOR

Page 2 of 4

Manage bid process, including pre-bid conferences and walk-throughs; provide technical information in response to bidder inquiries; and administer contracts.

Assist in the planning, monitoring and determination of the acquisition, development and market potential of real property; assist in disposing real property; assist in property management related issues such as response to tenant requests; and negotiate and administer property leases and consultant agreements.

Conduct administrative and financial studies and analyses.

Plan, coordinate and implement various facility safety, energy management, building systems and hazardous materials programs.

Perform diagnostics, prepare reports, correspondence, agreements, graphs and tables; and make presentations at public meetings as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

May plan, prioritize, assign, supervise and review the work of office support staff related to program activities.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Represent function on committees, outside organizations; and at staff subcommittees as necessary, coordinate project activities with other divisions and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of project and contract administration, including budget management and basic accounting.

Principles and practices of project assessment and implementation.

Principles and practices of administrative and financial analysis.

PROJECT COORDINATOR

Page 3 of 4

Learn policies and procedures of the assigned department and its respective divisions.

Statistical methods and analysis, and the use of statistics in reports.

Mathematics, algebra, geometry, and trigonometry.

Computer software, including word processing, spreadsheet, data base, and graphics applications.

Pertinent Federal, State, and local statutes, ordinances, and regulations, including building codes, life safety codes, and contract law, as needed for area of assignment.

Business correspondence and report preparation.

Modern office procedures, methods and computer equipment.

Policies and procedures of the assigned department and its respective divisions.

City government and services as they relate to facility needs and administrative requirements.

Principles and practices of contract law and negotiations.

City procurement policies and procedures.

Principles of budget monitoring.

Ability to:

Organize, implement and direct assigned project activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; interpret drawings and plans; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent complex rules and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

PROJECT COORDINATOR

Page 4 of 4

Obtain information through interview; handle multiple assignments and deal fairly and courteously with the public independently conduct administrative, financial, and space studies.

Independently plan, coordinate, and monitor projects.

Independently prepare, negotiate and administer leases and contract agreements.

Evaluate and compare prospective lease space with regard to cost, location and amenities.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

May supervise, train and evaluate assigned office support staff.

Experience and Training

Experience:

Three years of increasingly responsible project management experience, including one year of lead responsibility.

Training:

An Associate degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with major course work in business or public administration, project management or a related field. Two years of related work experience can substitute for an Associate's Degree.

License and Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Project Management Professional Certificate (PMP) from the Project Management Institute, Inc. (PMI) or Certified Project Professional (CPP) credential from the International Association of Project and Program Management (IAPPM) is desirable.

08-13-18

08-08-15 Project Coordinator