

COORDINATOR, SPECIAL PROJECTS*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for coordinating, overseeing and monitoring diverse special projects. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the development and implementation of policies, procedures and programs to ensure the efficiency of specialized projects (e.g., researches and gathers pertinent information, prepares reports, where appropriate);

Monitors projects in order to ensure the quality of work, identifies problem areas and makes recommendations for improvement, as necessary;

Assesses the effectiveness of special projects as they pertain to agency/department services, and provides updates to the administration/board;

Researches and prepares a variety of reports, as assigned;

Responsible for the execution and implementation of projects/program management;

May represent the administration at a variety of meetings, forums and legislative/board proceedings;

May assist in the implementation of timely, efficient, and economical programs by establishing priorities, resolving problems, making recommendations for improvements, responding to emergencies, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of project coordination; ability to plan and implement special projects and programs; ability to identify and resolve problems; ability to prepare a variety of reports; ability to establish and maintain effective working relationships with employees, vendors/contractors and the general public; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of experience coordinating and implementing phases of projects or programs, and/or troubleshooting and resolving issues, and/or developing policies and procedures.

NOTE: An Associate's degree or equivalent college credits beyond high school (a minimum of sixty (60) credits) may be substituted for two (2) years of the required experience.

*This reflects a retitling of Coordinator, Special Projects (DGS).