

SPECIAL PROJECTS COORDINATOR

CODES/PAY GRADE

Class Code: 1033 EEO Code: B FLSA: E Pay Grade: F

MAJOR FUNCTION

Highly responsible administrative staff work coordinating and participating in special projects, research, and assignments.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates, researches, or directs the completion of special projects.

Coordinates projects through meetings, correspondence, and presentations where information is exchanged. Prepares meeting agendas and performs all necessary jobs to coordinate meetings.

Prepares reports on status of projects. Works closely with consultants to keep informed on all latest developments. May serve as a liaison to municipal service district (MSD) boards and other county committees and boards.

Troubleshoots problems and conducts research as assigned by the Council, Manager or Department Directors.

Conducts studies concerning productivity of operations.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of public administration. Knowledge of research techniques and availability of current information.

Ability to exercise judgement and discretion in establishing, applying, and interpreting policies and procedures. Ability to establish and maintain effective working relationships with associates, subordinates, public officials, other governmental agencies, and the general public. Ability to organize work. Ability to work independently without supervision. Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Administration, Public Administration, or related field and three (3) years of experience in an administrative staff position.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend professional manuals, legal documents, ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Ability to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Ability to perform advanced mathematical functions. Ability to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97
Replaces 10/94