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## PROJECT COORDINATOR

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### **DEFINITION**

Under general supervision, coordinates projects and analyses of various operations, procedures and equipment; writes comprehensive and analytical reports and assists Department Director and Division Manager with a variety of special projects.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Research a variety of information sources, compile statistical and financial data for reports.

Conduct special surveys and studies, including gather information from other cities and agencies.

Prepare Requests for Proposals in accordance with City public bidding procedures.

Recommend practices to improve operations and efficiencies.

Participate in and manage a variety of projects; coordinate internal requests for service and external repair contractors.

Manage City's fire detection suppression system.

Write letters, memos, reports and related documents; process invoices.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Principles of budget and contract administration, systems and procedures.

Principles of public bidding process and procedures.

Survey techniques, statistics and report writing.

Ability and Skill to:

Plan, coordinate and perform project management and coordination.

Collect and analyze information, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

AA/AS in public administration, business administration or related field and two (2) years experience in administrative analysis or budgeting.

### **LICENSE OR CERTIFICATE**

Valid California Class C Driver's License and a good driving record.

### **ESSENTIAL JOB FUNCTIONS/A.D.A**

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 80 pounds



Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

