

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Project Coordinator	CLASS. CODE: 0207
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

Job Summary:

Manages programs and projects, including the planning, development, coordination and implementation of project activities in areas such as urban renewal, parks, and housing and public improvements. Supervises and provides staff support to related project and program activities.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, coordinates and manages various projects; develops project scope and timelines, determines staffing requirements and budgets; coordinates with other departments to ensure smooth work flow, or permit approvals, design and/or construction elements or feasibility; coordinates with and/or manages staff, contractors, consultants, and other agencies; schedules and conducts meetings; prepares progress reports; evaluates projects and makes appropriate adjustments throughout; closes out projects after completion; and prepares and submits required documentation to other departments or agencies.
2. Supervises directly or oversees the work of staff involved with projects/programs performing tasks such as project design, document or agreement preparation, monitoring, etc.; coordinates work between employees and other stakeholders; sets work assignments, goals and procedures; reviews completed work and overall performance; provides for and approves training.
3. Performs contract administration and purchasing activities; analyzes drawings and specifications for conformance with project goals and compliance issues; writes request for proposals; coordinates consultant interview and selection process; assists in budget development for projects or programs; writes and packages contract documents; reviews loan processing; reviews and approves payments, change orders and addenda; ensures deadlines are met; closes out projects with final payment, warranty documentation and maintenance agreements, etc.
4. Researches and formulates new programs, projects or plans; conducts extensive needs assessment, performs planning, programming and design development activities; presents data in written and graphical formats along with analysis and recommendations.
5. Obtains funds to finance specific programs; prepares grant applications, proposed budgets, goals and program objectives; circulates grant applications for legal review and signatures.
6. Conducts marketing campaigns and outreach for specific community based, technical assistance programs; maintains communication with various businesses, agencies, community members in the program development process; produces public information materials and media releases, articles, notices or advertisements and distributes.

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Important Job Functions

1. Prepares materials for various meetings; performs research as needed; writes reports, etc.
2. Drafts and compiles amendments or proposed revisions to regulations, standards and procedures and presents at meetings.
3. Works with other agencies and organizations to implement regional programs by pooling resources and coordinating planning efforts.
4. Monitors program and project spending and budgets to ensure compliance and funds availability.
5. Receives calls or questions from citizens, other departments, or agencies and responds or takes action accordingly.
6. Represents the Division or Section in meetings with other departments, agencies and citizen groups.
7. Attends meetings and various training seminars and conferences as required.
8. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer, hardware such as printers, scanners, or plotters.
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, calculator etc.
- May use projection equipment, automobile, or X-ray Fluorescence Analyzer.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in planning, engineering, architecture, building construction or a related field; and,
Four to Five (4-5) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

Varies: could require one or more of the following:

- Lead-Based Paint Risk Assessor
- Lead-Based Paint Inspector
- Lead-Based Paint Abatement Supervisor
- American Institute of Certified Planners
- State of Oregon Board of Architectural Examiners Licensee
- State of Oregon Architectural License
- State of Oregon Engineering License
- State of Oregon General Contractor's License
- Certification in Construction Project Management

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Contemporary office practices and procedures and office software products.
- Program and project management and specification writing.
- Design and planning principles and practices.
- Construction or engineering principles and practices, building trades or architecture.

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- Housing programs, federal regulations, loan underwriting, inspection services or public improvement procedures.
- Zoning, codes, ordinances, guidelines and regulations.
- Energy conservation measures, environmental science, ecology, soil science, or surveying practices.
- Mathematics, accounting and budgeting.
- Contract law and purchasing standards.
- Transportation demand management.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Multi-task and organize.
- Negotiate.
- Write technical works.
- Demonstrate team building and conflict resolution skills.
- Research and analyze data.
- Use computers and various software programs.
- Speak and present effectively in front of large groups.
- Work with teams and manage outcomes.
- Develop task and timeline schedules for complex projects or programs.
- Supervise or lead staff, assign and review work, evaluate performance.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand, work outdoors for extended periods on occasion.
- Bend, kneel, stoop or climb stairs.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.