



Leadership • Collaboration • Support

JOB TITLE: Project Coordinator

Classified Managers Salary Schedule, Range 6

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Manages an assigned project or projects within a department and serves in an administrative capacity, which requires technical program knowledge. Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned program(s). This position may be used for complex, sensitive programs that require the interaction with a variety of departments, outside agencies, business groups, and/or community groups.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree.
- Knowledge, skills, and ability to plan, develop, conduct, implement, and fiscally monitor programs in school and community settings.
- Skills in developing program goals, preparing and maintaining budgets, and exercising proper budgetary control measures.
- Interpersonal skills to work cooperatively and effectively with individuals and groups; ability to effectively transmit knowledge and skills to staff, and community partners.
- Skills to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs.
- Ability to plan, develop, and conduct a variety of presentations, workshops trainings, and conferences. Ability to prepare and deliver presentations.
- Ability to operate large audio/visual equipment. Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint) and an understanding of accessing online resources.

ESSENTIAL DUTIES

- Collects, compiles, analyzes, and reports statistical information relating to program and administrative matters, including mandated projects and fiscal reports.
- Develops budgets and provides operational and budgetary oversight over specified programs including reviews to conform to quality assurance standards; develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with school districts, community groups, businesses, governmental agencies and other community organizations.
- Develops grant applications and program proposals to obtain state and federal funding; administers and oversees specially funded program(s) and/or functions.
- Reviews program proposals/plans to determine time frames, funding limitations; develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Coordinates with service providers regarding procedures, costs, and other contract matters; oversees and monitors contracts.
- Give presentations to educational and community agencies.
- Represents the agency before boards and committees, in public meetings, and to other government agencies in specific areas of assignment; serves on and/or is the staff person assigned to committees and groups in specific program assignments.
- Coordinates the provision of services with other program elements.
- Evaluates program needs and ensures effective program delivery.
- Provides consultation services to the community and related agencies; meets with community organizations, private individuals, agency administrators, and professional staff to gain cooperation in achieving program goals; serves as liaison to community organizations.

MARGINAL DUTIES

- Performs other related duties as assigned.

SUPERVISION RECEIVED

Directly responsible to the Department Director.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%)

Walking (55%)

Sitting (15%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)