

## Class Title: Project Coordinator

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Responds to program/project inquiries. Develops and implements program goals and objectives. May develop and monitor the budget. May supervise employees.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Develops and implements program goals and objectives by designing and evaluating program/project policies and procedures; collaborating on necessary program/project changes and improvements; and communicating policies to personnel, customers and vendors.
2	S	May develop and monitor the program/project budget by compiling statistical data; analyzing data to make cost projections; preparing monthly financial, statistical and narrative reports on cost projections; and monitoring, developing and projecting expenditures. May write grant proposals.
3	S	May supervise employees by delegating work, identifying and conducting training, and performing appraisals.
4	L	Responds to internal and external inquiries related to specific projects or programs by answering telephones and resolving issues.

**CSC Adopted: October 2001, CSC Revised: November 2015**

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three (3) years of experience in a field related to the program/project; or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read policies and procedures, contract proposals, requests for proposals, revenue and expenditure budgets, statistical analysis, letters and memos.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as create statistical summaries, budgets and financial analysis models.
Writing	Work requires the ability to write reports, policies and procedures, requests for proposals, statistical information and budget projections.
Managerial	Managerial responsibilities include planning, coordinating and administering programs and planning expenditures.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: November 2015

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, review of facilities, presentations
Sitting	F	Computer, desk work, meetings
Walking	F	To/from different offices, to/from meetings, visit offsite facilities
Lifting	O	Office supplies, presentation materials, boxes, files, folders, manuals, books
Carrying	O	Office supplies, office equipment, laptop computer, presentation materials, files, folders, manuals, books
Pushing/Pulling	O	Carts
Reaching	F	Office supplies, presentation materials, boxes, files, folders, manuals, books, telephone
Handling	F	Office supplies, presentation materials, boxes, files, folders, manuals, books, telephone, office equipment, laptop computer
Fine Dexterity	C	Computer keyboard, calculator, writing, use of office equipment, telephone keypad
Kneeling	O	Filing in file cabinet, retrieval of books from bookcase, picking up presentation materials
Crouching	O	Filing in file cabinet, retrieval of books from bookcase, picking up presentation materials
Crawling	N	
Bending	O	Filing in file cabinet, retrieval of books from bookcase, picking up presentation materials
Twisting	C	Between desk and workstation
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, presentations, operation of office equipment
Hearing	C	Telephone, co-workers, supervisors, managers, program specialists, contract coordinators, parents, vendors, various committees, meetings, presentations
Talking	C	Telephone, co-workers, supervisors, managers, program specialists, contract coordinators, parents, vendors, various committees, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: November 2015

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, calculator, telephone, paper scanner, Standard Windows and Office software, Internet/Intranet, mainframe network applications

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)