Project Coordinator-Technical

Category: Exempt
Pay Grade: E23
Job Code: 17560

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs professional technical work coordinating complex technical aspects and component portions of major projects or operations; responsibility and provides expertise in one or more technical areas associated with major engineering, environmental, advanced information technology, economics, health, chemistry, or other assigned subject matters; takes principal responsibility for activities associated with complex hard to manage technical activities within an assigned work scope or project; performs as a project administrator, leader, or may supervise; coordinates and monitors assignments and projects from initiation through delivery; ensures targets and requirements are met; ensures that work meets technical and other agency requirements; works closely with various officials and subject matter experts to ensure successful integration and completion of projects and operations; may also perform monitoring and coordinating non-technical aspects of assigned projects or programs with other project managers, County staff, consultants, various municipalities, public agencies, and private contractors; assists in developing highly technical program guidelines and technical procedures while implementing and maintaining programs with minimal supervision.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
- Initiates, plans, coordinates, and oversees project assignments requiring advanced technical expertise;
- Establishes written specifications and sources for services, products, contractors for automated data processing, construction, information technology, operations, systems maintenance, and highly technical operations;
- Assesses, plans, implements, and evaluates highly technical specification requirements and advises management on the most efficient and effective means to achieve goals for projects and operations;
- Researches and gathers required technical data to evaluate plans and activities;
- Manages technical assignments and projects including the planning and operations phases that may include phases in design, development, testing, implementation, and production;
- Oversees projects and troubleshoots technical problems interacting with other subject matter experts, officials, and managers, including monitoring acquisitions, performance, materials, and orders product testing, as needed;
- Ensures projects progress is schedule and minimizes any delays by taking action to avoid technical problems;
- Evaluates and inspects progress on assigned subject matter areas of responsibility and reports to management;
- Coordinates important utilities activities, water management operations, information technology systems, and other programs or operations that may involve major construction and support services acquisitions;
- Participates in activities required for systems, operations, and production testing to establish technical procedures;
- Serves as principal agency liaison for contractors, consultants, and key personnel on projects and processes;
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation;
- Develops and establishes appropriate technical guidance, training, customer communications, and manage a proactive approach to inform, educate, and train stakeholders;
• Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations to acquire cutting edge technologies;
• Leads or participates as a technical expert on cross functional project teams;
• Manages assignments and reports to senior managers on progress on technical assignments, special projects, services, operations, and construction;
• Prepares annual budget and manages contracts;
• Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:
Eight (8) years of technical and professional level experience in the assigned subject matter area of responsibility that includes one (1) year of lead worker or supervisory training; or a Bachelor’s degree in engineering, environmental science, information technology, economics, health science, math, chemistry, physics, or subject directly related to the specialized assignments and four (4) years of experience as described above; or a Master’s degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
• Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
• Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
• Certification in assigned subject matter area of responsibility and/or project management.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge and technical expertise in the assigned subject matter areas of responsibility;
• Knowledge of automated project management documentation, tracking, and control processes;
• Knowledge of building design and construction procedures;
• Knowledge of general management practices and principles;
• Knowledge of principles and procedures of public administration and project management;
• Skill in identifying, analyzing, and isolating problems, and problem resolution;
• Skill in interpersonal skills, communications, team building, facilitation, networking, and negotiations;
• Ability to coordinate, lead, and supervise work completed or performed by others;
• Ability to apply computer applications and software;
• Ability to coordinate and resolve complex and technical issues arising during the course of project design and implementation, as well as delays in business, operations, or construction activities;
• Ability to facilitate management level teams and bring the teams to consensus;
• Ability to manage and organize major projects and programs;
• Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

PHYSICAL/MENTAL DEMANDS
The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
• Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
• Reaching: Extending hand(s) and arm(s) in any direction.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Standing: Particularly for sustained periods of time.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.