

PROJECT COORDINATOR-TECHNICAL

Job Code	Pay Grade
17560	P1

Nature of Work

This is professional technical work coordinating complex technical aspects and component portions of major projects or operations. The incumbent takes 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. The incumbent takes principal responsibility for activities associated with complex hard to manage technical activities within an assigned work scope or project. An incumbent in this class performs as a project administrator, leader, or may supervise. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met. The incumbent ensures that work meets technical and other agency requirements. The incumbent works closely with various officials and subject matter experts to ensure successful integration and completion of projects and operations. Duties may also involve 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. The incumbent assists in developing highly technical program guidelines and technical procedures while implementing and maintaining programs with minimal supervision. The incumbent may work alone or as a team member with other senior staff. The incumbent reports to a bureau director, department director, senior manager, or designee.

Minimum Qualification Requirements

- 8 years of technical and professional level experience in the assigned subject matter area of responsibility that includes 1 year of lead worker or supervisory training; or
- Bachelor's degree in engineering, environmental science, information technology, economics, health science, math, chemistry, physics, or subject directly related to the specialized assignments and 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are only examples and are 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.

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(continued)

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Illustrative Tasks (continued)

- 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.
- Performs related work as assigned or required.

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 at 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.

For official use only

Revised	EEOC Code	Overtime Code
6/12	Professionals	Exempt