

## PROJECT COORDINATOR-ADMINISTRATIVE

| Job Code | Pay Grade |
|----------|-----------|
| 17562    | P1        |

### Nature of Work

This is professional project administrative and leader work coordinating and performing senior level tasks involving complex field and/or office work to support major department, public works, utilities, construction, major acquisitions or other related projects and programs. Duties may involve a variety of disciplines including major activities, programs, and operations involving hands-on budget, contract administration, administrative tasks, project breakdown structure planning, tracking performance, and financial management tasks. An incumbent in this class performs as a project administrator, leader, or may supervise. Assignments and duties impact finance/budget business/administrative systems, workforce management, contractor oversight, or other formally defined work segment, operation, or program initiative. Duties include a heavy emphasis on professional support to senior management. Duties involve coordinating assigned projects or programs with county staff, various municipalities, consultants, public agencies, private contractors, and subcontractors. Employees in this classification develop and implement major program policies, guidelines, and procedures governing large projects or programs with a minimum of supervision. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met and that assignments, projects, operations, or services are completed and delivered on schedule and within budget. The incumbent works closely with various internal and external organizations and officials to ensure successful completion of assigned responsibility. Duties may involve monitoring and coordinating all aspects of assigned projects or programs with county staff, consultants, various municipalities, public agencies, and private contractors. The incumbent assists in developing program guidelines and procedures while implementing and maintaining programs with minimal supervision. 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 supervision or supervisory training; or
- Bachelor's degree in project management, business, finance, public administration, planning, information technology, or a related field 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)

- Plans and implements projects, finances, budget, resources, integrates operations/systems and related activities or processes to accomplish assigned missions that may also involve responsibility for highly technical matters.
- Integrates administrative improvements by supporting operations, finance, budget, and other processes.
- Defines requirements and operating plans taking a lead role in administrative support to senior management.
- Plans and assesses assigned operations and related costs, design, performance, maintenance, administrative systems, necessary to achieve goals of projects and assignments.
- Researches and gathers required data to evaluate objectives, goals, and scope of projects and specifications.
- Coordinates and manages assignments and projects as assigned including the planning and operations phases that may include design, development, testing, implementation, production, and normal operations.

## PROJECT COORDINATOR-ADMINISTRATIVE (continued)

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### Illustrative Tasks (continued)

- Estimates time frames, quality, identifies sources and quantity of resources required to successfully implement assignments, projects, and activities.
- Oversees projects and creates reports for upper management.
- Ensures projects progress on schedule and addresses any delays resolving problems in a timely manner.
- Evaluates and inspects progress on assigned subject matter area of responsibility, monitors progress, and reports to senior management.
- Coordinates the strategic planning process for the development and implementation of integrated strategic plans, policies, and processes.
- Analyzes results, monitors progress, evaluates changes, and negotiates change management implementation.
- Develops and establishes appropriate communications and manages a proactive approach to information dissemination to all levels of county employees.
- Examines and evaluates best practices of other departments, governments, agencies, or private sector organizations for potential departmental process improvements.
- Leads or participates in cross functional project teams.
- Monitors and evaluates the planning activities and status of implementation to ensure that the department is following the direction established during strategic planning.
- Monitors progress on subject matter assignments, special projects, services, operations, construction, or other activities in accordance with established requirements and schedules.
- May supervise employees on a regular or intermittent basis.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of budget, finance, and project management systems.
- 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 issues arising during the course of project 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.

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| Revised | EEOC Code            | Overtime Code |
|---------|----------------------|---------------|
| 11/10   | Officials & Managers | Exempt        |