

# PROJECT COORDINATOR-PROJECT MANAGEMENT

Job Code	Pay Grade
17564	P1

## Nature of Work

This is professional coordinator, leader, or supervisor work involving complex field and/or office work of an advanced nature on assignments and projects dealing with information technology, business/administrative systems, or any other formally defined work segment, operation, or project initiative with a special continuing emphasis in either or both management and technical difficulty. The incumbent performs with a high degree of independent leadership. Duties may involve a wide variety of disciplines including major activities, programs, and operations involving information technology services, business projects or initiatives, construction projects, or may involve other major agency services, programs or operations. An incumbent in this class possesses a highly advanced knowledge of the assigned areas of responsibility and is recognized for leadership within the organization. The incumbent coordinates and monitors assignments and projects from initiation through delivery. The incumbent ensures targets and requirements are met and also ensure 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 information technology, business, finance, public administration, construction management, engineering, project management, 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)

- Initiates, plans, coordinates, and oversees assignments and projects.
- 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.
- 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.
- Serves as interface and liaison for finance and budget, linking budgeting to the business objectives.

## PROJECT COORDINATOR-PROJECT MANAGEMENT (continued)

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### Knowledge, Skills, and Abilities (continued)

- 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.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- 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
10/10	Professionals	Exempt