



Project Coordinator-Administrative

Category: Exempt
Pay Grade: E22
Job Code: 17562

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 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; may perform 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; performs as a project administrator, leader, or may supervise; coordinates assigned projects or programs with County staff, various municipalities, consultants, public agencies, private contractors, and subcontractors; develop and implement major program policies, guidelines, and procedures governing large projects or programs with a minimum of supervision; coordinates and monitors assignments and projects from initiation through delivery; ensures targets and requirements are met and that assignments, projects, operations, or services are completed and delivered on schedule and within budget; works closely with various internal and external organizations and officials to ensure successful completion of assigned responsibility; may perform monitoring and coordinating all aspects of assigned projects or programs with County staff, consultants, various municipalities, public agencies, and private contractors; assists in developing program guidelines and procedures while implementing and maintaining programs with minimal supervision.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 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 supervision or supervisory training; or a Bachelor's degree in project management, business, finance, public administration, planning, information technology, or a related field 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 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 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 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.;
- Ability to implement complex software or management systems, capital improvement plans, and major construction projects.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- 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.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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.