



Special Projects and Programs Coordinator

Purpose of the role:

Under administrative direction, performs complex, difficult, and sensitive administrative and management activities in support of the functions and priorities in the assigned department; serves as project manager for high priority projects; manages assigned division staff; and performs related duties as assigned.

Distinguishing Characteristics:

Incumbents in this class perform highly sensitive, complex, and difficult analytical and program development work in managing special projects and programs, which may include serving as project manager for projects of City-wide significance. The incumbent has considerable latitude for the exercise of independent judgment in carrying out assigned responsibilities and in meetings with department heads, outside agencies, community and civic groups, consultants, and others.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, organizes, manages, and/or implements assigned projects, programs, and management studies; identifies problems and issues, determines analytical approaches, and obtains and analyzes necessary data and information; evaluates alternative courses of action and makes recommendations regarding such areas as City policy and priorities, facilities, budget and financial analysis, and productivity; prepares reports of study conclusions.
- Develops or coordinates the development of detailed project plans, milestones and budgets; monitors completion and/or implementation of projects, coordinating the actions and participation of all project team members to ensure project schedules and budgets are met, problems are identified and resolved, and key project decisions are made promptly; confers with developers, contractors, architects, engineers, other government officials, and others regarding proposals, funding/cost issues, specifications, and project problems; maintains project records and documentation; processes administrative, budget and financial documents and forms associated with managing the project.
- Conducts research and analyses; recommends policies and actions to achieve program priorities and objectives; develops and assists in carrying out implementation plans; prepares reports of study conclusions; maintains liaison and confers with City management and staff, officials and representatives of other governmental agencies, community and civic groups, and the general public.

- Analyzes current and historical trends and assists in the development of City-wide goals and objectives; prepares requests for grant funding and directs the maintenance of appropriate records; prepares reports, correspondence and other written materials for City management and public purposes.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, methods, and techniques of administrative, organizational, economic, and procedural research and analysis.
- Principles and practices of public administration and public finance, including budgeting and capital project financing.
- Pertinent federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Modern office procedures, methods, and equipment including computers and various software packages including business computer applications related to statistical analysis techniques and formulae.
- Practices and techniques of project and program planning and management.
- Functions of a municipal government and associated management and financing issues.
- Organization and functions of an elected City Council.
- Principles and practices of effective management and supervision.

***Desired
Minimum
Qualifications:***

Ability to:

- Analyze complex and sensitive administrative, operational, economic, public policy, and organizational problems, identify and evaluate alternatives, and develop sound conclusions and recommendations.
- Present proposals and recommendations clearly and logically in public meetings.
- Collect, evaluate and interpret varied data and information, either in statistical or narrative form.
- Analyze complex data and make sound recommendations.
- Understand, interpret, explain, and apply City, state, and federal laws, regulations, and court decisions governing areas of assigned responsibility.
- Develop and implement appropriate project management procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written material.
- Operate and use modern office equipment including a computer and various software packages.
- Exercise sound, expert independent judgment within policy guidelines.
- Coordinate multiple projects to meet critical deadlines.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:

A Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, finance, economics, political science, or a closely related field.

Experience:

At least five years of progressively responsible experience in management analysis, economic development, capital projects planning and analysis, or a related field. Experience in a supervisory or program management capacity and experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting. Certain project management assignments may involve exposure to outside weather conditions, working around moving equipment, and working in high, precarious places.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 4/2/07

4/2/07:

- Removed reference to specific departments.