



CITY OF CALEXICO

CLASS TITLE: PROJECT COORDINATOR

SALARY: \$4,779 - \$5,809

RANGE: G-41

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinates activities essential to the successful completion of city programs and projects from initial planning through final completion, performs a variety of complex administrative tasks, purchasing and accounting duties; coordinate program, project and department communications, information and correspondence; compile information and prepare and maintain a variety of records, reports and files.

DISTINGUISHING CHARACTERISTICS:

The Project Coordinator is responsible for the overall direction, coordination, implementation, execution, control and completion of specific programs and projects ensuring consistency with city strategy, commitments and goals. Ability to work independently and acts with considerable impact or consequences involving highly specialized and/or technical areas requiring the creation of program and project schedules, track deliverables, resource allocation, progress reporting, and the application and interpretation of data, facts, procedures, policy, and law.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex administrative tasks applying knowledge of management principles and practices to a variety of assignments. Participates in the managing of budgets, projects and programs, timely completion of projects and activities and performs complex administrative work.

Researches grant programs, assists with the preparation of grant applications.

Provide administrative support for various programs and projects; verify contractor payroll to assure compliance with established requirements; process progress payments and change orders.

Plan, coordinate and organize program and project activities and coordinate Department communications and information with City staff, citizens, community businesses and organizations.

Compose, prepare, type and distribute a variety of materials such as inter-office communications, forms, letters, notices, agreements, requests, agenda items, resolutions, reports and other materials, revise, edit, format and proofread a variety of documents and information.

Communicate with personnel, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Research and evaluate vendors and other sources of supply; obtain written or verbal quotations and bids; confer with vendors and contractors concerning projects, price, specifications, product information, services and other related matters; prepare and revise bid specifications.

Receive visitors, including staff and the public; provide assistance or direct to appropriate staff; provide technical information related to Utility Services department operations and related projects, programs, standards, requirements, functions, laws, rules, regulations, policies and procedures.

Perform a various accounting duties in support of Department projects and activities; prepare and process requisitions; prepare time cards; collect, deposit and account for fees; maintain, review, balance and adjust assigned accounts; update accounts to reflect income and expenditures

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Prepare and maintain a variety of records, logs and files, including complex alphabetical and numerical files and payroll records; locate materials and information as needed.

Research, prepare and maintain a variety of financial, narrative and statistical records, reports and files related to projects, progress, income, expenditures, bids, accounts, budgets and assigned activities.

Assist with preparing budget information and data; assist in assuring expenditures comply with established limitations; assist with assuring proper generation of revenue; assist with monitoring and controlling special project funding; process budget amendments and transfers as needed.

Assist with preparing special projects for the bidding process; review plans to assure compliance with project specifications; prepare project schedules and advertisements; receive and assist in the opening of bids or RFP's; compile, assemble and assure proper documentation for bid awardees.

Receive and process complaints related to Department operations, projects and activities; assist with resolving variety of issues and complaints; refer difficult issues to appropriate administrator or personnel.

Maintain appointment and activity schedules and calendars; reserve facilities for meetings, workshops and other events as needed; coordinate travel arrangements and hotel reservations as necessary; coordinate and maintain the Utility Services Director's calendar.

Monitor inventory levels of office and departmental supplies and equipment; order, receive and maintain appropriate levels of inventory as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Attend and participate in various meetings; take, transcribe and distribute minutes as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Business letter and report writing, editing and proofreading.
General methods, procedures and terminology used in accounting work.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
General purchasing practices, procedures and terminology.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Public budgetary processes and project budgeting.

ABILITY TO:

Coordinate, implement, execute, control, and complete projects.
Perform a variety of complex administrative tasks, purchasing and accounting duties in support of Department activities and projects.
Coordinate Department and project communications, information and correspondence.
Compose correspondence and written materials independently or from oral instructions.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Maintain and update accounts with income and expenditures.
Research, obtain and evaluate verbal and written price quotations and product information.
Prepare, review, verify and process a variety of purchasing forms and documents.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain accurate financial and statistical records.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and/or experience equivalent to: Bachelor's degree in public administration or related field.

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.