



# CITY OF CHINO

## Project Coordinator

### **Definition:**

Under limited supervision, assists with the planning, organizing and managing of various special events, refuse and recycling programs, water conservation programs, and the administration of grant applications; provides technical and professional staff assistance related to the department's water and environmental division, budgeting process and, performs related work as assigned.

### **Class Characteristics:**

The Project Coordinator performs journey level assignments and completes projects or directs programs within departmental objectives, proper methods, and schedule constraints, and usually exercises independent discretion and judgment. He/she may also plan, organize, and direct the work of subordinate staff.

### **Essential Functions:**

- Inspect and verify work in progress and completed work of subordinate staff and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Assist with the development of the Department budget and monitor expenditures.
- Review various documents and monitor activities to ensure compliance with relevant laws, ordinances, regulations, requirements, and policies, and recommend methods to resolve any conflicts.
- Act as project manager for major assignments and programs, and prepare project reports including related recommendations.
- Interact with sales representatives, and prepare purchase requisitions.
- Respond to inquiries and provide information regarding assigned project activities and other related matters.
- Prepare requests for proposals; review and analyze proposals; and make recommendations on proposals for various programs.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

**Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration or a related field (desirable).

**Experience:**

- Three years of progressively responsible experience in managing multiple City programs (desirable). A bachelor's degree in public administration or a related field may substitute for one year of experience.

**Thorough knowledge of:**

- Theories, principles, and practices of Public Works event and program development.

**Ability to:**

- Plan and organize work.
- Conduct research and prepare and present reports.
- Communicate effectively, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Perform analytical work.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.

**Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

Unrepresented Management

Revised: 04/13/16

Replacing Project Coordinator classification specification dated 06/20/06.