

JOB DESCRIPTION

JOB TITLE: Project Coordinator
DEPARTMENT: Technical Services
REPORTS TO: Assistant Director, Technical Services
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SUMMARY:

As part of the Technical Services Division of South Sound 911, and under the direction of the Assistant Director of Technical Services, the Project Coordinator performs highly responsible professional work. The duties performed may be of a highly confidential nature, and may include management of large-scale public works projects, complex software implementation projects, organizational planning and other agency-wide initiatives. Involvement with high-level elected and non-elected officials as well as high-level members of the general public and business community is expected. Work in this position involves considerable use of independent judgment in analyzing problems and decision making.

ESSENTIAL FUNCTIONS:

Manage multiple projects and tasks simultaneously with accuracy and a high attention to detail. Maintain a listing of all projects with agreed upon completion and progress updates. Ensure daily, weekly, monthly and quarterly priorities are met.

Plan, organize and coordinate the work of project teams. Facilitate communication and scheduling for multiple projects. Identify appropriate resources needed, manage conflict, and provide immediate resolution.

Develop and foster relationships with stakeholders to determine needs, convey requirements and coordinate implementations. Build strong partnerships by cultivating relationships among project members, vendors and stakeholders.

Work closely with Executive Team members to prioritize tasks and communicate project status.

Create, document and update project schedules and reports. Provide project estimates and manage project budgets. Submit regular progress reports to management and stakeholders.

Coordinate and participate in the collection and preparation of complex reports requiring technical expertise or thorough knowledge of departmental operations, procedures, and regulations.

Participate in and support development, measurement and execution of the mission, goals, and objectives of the agency.

Research current advancements in technology to build expertise among colleagues. Provide strategic recommendations to centralize technology decision-making.

Research grant opportunities and assist with writing grants. Assist with procurement processes to include development of proposals and review of responses.

Participate with local and regional work groups, committees, and initiatives on behalf of the agency.

Liaison with partner agencies to provide information, assistance, and troubleshoot technical needs or concerns. Provide ongoing support to past projects as a subject matter expert to the projects.

QUALIFICATIONS:

A bachelor's degree or four years of progressive training and/or coursework in business administration, project management, public administration or related field of study and four years of increasingly responsible experience. Additional related education or experience may substitute year-for-year for the requirements.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Principles and practices of project management, including development, planning, coordination, monitoring, evaluation and problem solving.

Demonstrate understanding of project management concepts.

Ability to manage multiple projects and tasks simultaneously with accuracy and a high attention to detail.

Organize and coordinate meetings regarding projects, trainings, distribution of information.

Research methodology, data collection, analysis and reporting.

Significant understanding of public safety emergency communications and records operations and practices.

Technical skills to apply towards data analysis, business process modeling, and other advanced technologies.

Proficient computer skills including knowledge of and experience with computer databases such as Microsoft. Strong working knowledge and experience with Microsoft Office products, written and digital project management tools such as Gantt charts.

Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.

Maintain cooperative and effective working relationships with others.

Follow safety rules and regulations.

Motivated self-starter willing to take initiative.

Organize work to meet schedules and timelines.

Work independently and confidentially and with discretion with minimal managerial supervision.

Understanding of the operation of public safety agencies.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid Washington State driver's license may be required. Ability to obtain and maintain Certified Associate in Project Management (CAPM) certification.

PHYSICAL REQUIREMENTS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms.

WORKING ENVIRONMENT:

Employee works in an indoor climate-controlled office environment. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a regular basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

| Activity | Percentage of time | Activity | Pounds |
|-----------------|---------------------------|-------------------|---------------|
| Standing | 10% of time | Pulling & Pushing | 25 lbs. |
| Walking | 10% of time | Lifting | 25lbs. |
| Sitting | 80% of time | Carrying | 25lbs. |

The following abilities are required to perform the essential job functions:

| | |
|------------------|-----|
| Hearing | Yes |
| Seeing | Yes |
| Speaking | Yes |
| Depth Perception | No |
| Color Vision | No |

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling, Reaching and Handling Dexterity.

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: Scott Hamel, Deputy Director, Support Services

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