

SPECIAL PROJECTS COORDINATOR - 227

DEFINITION OF WORK

Under regular supervision, performs difficult professional and administrative work upon assignment from the Assistant City Manager/Public Works; does related work as required.

EXAMPLES OF WORK

Plans, coordinates and oversees the implementation of special projects at the direction of an assistant city manager or department head; provides general supervision of an administrative office in coordinating the activities necessary to implement assignments; serves as the primary resource and researcher for project assignments; reviews and evaluates existing operations to determine their efficiency and to recommend methods for improvement; serves as a liaison and/or representative in the area of special projects for the City.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major work in public administration, business administration or related field of assignment and responsible administrative experience in public works activities.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of municipal government; comprehensive knowledge of municipal public works administration, planning and budgetary control; ability to direct and evaluate studies relating to methods to improve operations and efficiency; ability to plan and supervise the work of professional, technical and field employees engaged in departmental activities; ability to prepare and justify annual budget estimates and periodic reports of expenditures; ability to establish and maintain effective relations with other officials, employees and the public.

SPECIAL PROJECTS COORDINATOR - 227

DEFINITION OF WORK

Under regular supervision, performs difficult professional and administrative work at the management level of City government; does related work as required.

EXAMPLES OF WORK

Plans, coordinates and oversees the implementation of special projects and work assignments; conducts independent studies and research; provides general guidance to staff and citizens in coordinating the activities necessary to implement assignments; serves as the primary resource and researcher for project assignments; reviews and evaluates existing operations to determine their efficiency and recommends methods for improvements; serves as staff support to City boards, commissions and committees; may serve as the City's Equal Employment Opportunity Coordinator.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major work in public administration, business administration or related field of assignment and responsible administrative experience in service activities.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of municipal government; comprehensive knowledge of municipal administration, planning and budgetary control; ability to direct and evaluate studies relating to methods to improve operations and efficiency; ability to plan and supervise the work of professional, technical and field employees engaged in departmental activities; ability to prepare and justify annual budget estimates and periodic reports of expenditures; ability to establish and maintain effective relations with other officials, employees and the public.

