



SPECIAL PROJECT COORDINATOR

Department: Various
Job Class #: 334500
Pay Range: Professional 07

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is professional project coordination work performed for various Departments. An employee in this classification will be responsible to coordinate and work on a variety of department wide projects for/with the Department's Leadership Team. Duties include a range of Department wide initiatives, e.g. community needs assessment, balanced scorecard, assisting with program development, data gathering and analysis related to various programs, assisting with program review, and participating in special project teams.

ESSENTIAL FUNCTIONS:

- Coordinate the Department wide needs assessment process or initiatives.
- Coordinate data gathering and analysis for the Department's balanced scorecard.
- Work with Information Technology to develop systems to collect and manage data for tracking and analysis purposes.
- Review programs offered by the Department and make recommendations regarding efficiencies and performance as requested.
- Coordinate various project teams and assist the Leadership Team with program development.
- Assist in facilitating Department wide planning groups.
- Coordinate citizen groups, service agencies, and other organizations involved in the planning process as requested.
- Review and resolve issues and concerns brought forth by project teams with appropriate member(s) of the Leadership Team.
- Analyze program data, prepare complex special studies and/or projects, write reports and compile related statistical information.
- Provide leadership of assigned projects.
- Ensure assigned projects meet appropriate deadlines.
- Prepare and present oral and written reports, letters, analysis, and program recommendations.
- Provide oversight in the development and reporting of Department activities relating to the department's performance measures, provide monthly or quarterly information reports, annual summaries and other reporting for the Deputy and Department Director.
- Oversee and manage project budgets and develop schedules.
- Effectively persuade, inform, educate, train, solicit information, and work with a wide variety of individuals and groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

Essential Functions Specific to Juvenile Court

- Coordinate the Juvenile Detention Alternates Initiative (JDAI).

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the direction of assigned leadership with the employee expected to work independently after objectives, priorities and deadlines have been defined. This position serves as a project team leader and may train and guide lower level staff, and new and temporary employees. The position does not supervise or function as a Lead Worker.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily performed in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position: finger dexterity to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of social service planning, coordination, and contracting.
- Applicable federal, state and local laws, rules, policies and procedures.
- Social/human service needs, programs and resources.
- Data collection, analysis and reporting.

Specific to Juvenile Court – Knowledge of:

- Principles of JDAI.
- Current trends in Juvenile Justice.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use and operation of personal computer, and MS Office Suite products to include word processing, PowerPoint, advanced knowledge of Excel and or/Access database systems and other spreadsheet programs.

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Ability to:

- Represent the County in a positive, professional manner.
- Use effective communication and interpersonal skills to inform, educate, persuade, motivate, gain concurrence and agreement, resolve conflict and/or develop alternatives.
- Edit and communicate effectively in written and oral form.
- Plan and establish goals and objectives.
- Follow project management methodologies and practices.
- Plan, prepare, and monitor project budgets and schedules.
- Communicate effectively with the public and county management and staff.
- Work independently with minimal supervision.
- Interact smoothly and positively with senior department personnel.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY Bachelor's degree in public or business administration, social work, sociology, or a related field and two years of professional social services work experience which includes work with related project coordination, programs, planning, or services OR any equivalent combination of experience and education is required. Positions in specific program areas may require program related experience, education and/or training.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete all required background investigations including submission of fingerprints (fingerprints may be required for positions who have access to CJIS data or to meet other legal requirements). Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.