

Project Coordinator I

Purpose Statement

The job of Project Coordinator I is done for the purpose/s of leading a successful execution of strategic, YCOE initiatives and systems and procedural deployments, including monitoring and managing integrated organizational, instructional, and operational software solutions; the coordination of all project activities and resources including grants; and the management of vendors, consultants, and other business partners.

The Project Coordinator I will manage and direct projects from pre-inception to successful completion; work with project sponsors, stakeholders, and other participants while planning, organizing, providing communications and updates, and managing resources, budgets, timelines and risks to bring about the successful completion of specific project goals and objectives; and understand the purpose and intent of County initiatives and the context within which they are deployed and leverage this knowledge to maximize outcomes and optimize efficiency.

This is a Classified Management position. This job reports to the Assigned Administrator.

Essential Functions

Work with county and school district personnel, outside agencies, and business sponsor(s) to develop proposals, new programs or projects; assist with Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotations (RFQs), and other materials identifying the scope, purpose, budget, risks, and success criteria for the project, obtaining all necessary approvals.

Create, maintain, present, and share project work plan(s), timelines, charts, workflow or process maps, and other artifacts which convey key project information such as milestones, tasks, responsibilities, and timeframes for successful completion of the project.

Communicate and provide necessary documentation to project sponsor, stakeholders, members, vendors, and other related project staff are kept apprised of status, issues, and near-term coordination of tasks and needs to keep the project on track, including meeting agendas, notes and summaries, communications plans, project plans, action items, and status reports. Disseminate project information to appropriate project stakeholders and team members.

Manage vendors and act as the primary point of contact to ensure completion of project tasks within schedule and budget, including regular communications/meetings, compliance with statement of work, joint vendor project plan, and invoice reviews; brings significant vendor issues and concerns forward to identify appropriate resolutions.

Provide leadership and support in all areas of the project, including monitoring and directing, meeting preparation, scheduling, and facilitation, developing and adhering to the agenda, provide supporting documentation, and ensuring deadlines are met and desired outcomes of projects.

Identify, recommend, and promote approaches, standards, best practices and tools/resources supporting the effective and efficient execution of County projects.

Promote and support a culture of collaboration, accountability, and active engagement to move the project forward, leverage resources, resolve issues, and reach consensus.

Serves as liaison to community organizations; provides information to the community and related agencies; assists in meetings with community organizations and agency administrators for the purpose of facilitating communication, alignment, and collaboration.

Collaborates with district personnel and external agencies and collaborates with other departments/divisions staff in coordination and distribution of project(s) information and support for the purpose of implementing and maintaining services and/or programs within established guidelines.

Evaluate programs and/or projects; design and implement procedures to fulfill grant and project objectives and criteria. for the purpose of carrying out and achieving objectives within area of responsibility.

Maintains a variety of manual and electronic files and/or records, allotment of funds to various program components, reviews program proposals/plans to determine time frames, funding limitations; develops recommendations for accomplishing program objectives, outcome indicators, performance measures. for the purpose of providing up-to-date references and complying with regulatory requirements and established guidelines.

Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.

Prepares a wide variety of written materials (e.g. reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of topics and provides community outreach, developing partnerships with school districts, community groups, businesses, governmental agencies, and other community organizations for the purpose of communicating information and/or gaining feedback.

Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Flexible and adaptable to various management styles and organizational cultures. Excellent problem-solving skills. Effectively monitor and manage projects, budgets and staff resources. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to have technical program knowledge (e.g. Microsoft Suite, Google Suite, Asana, Visio, etc.); strong knowledge of utilization and deployment of technology solutions including database-driven applications; Data-based inquiry and decision making process; State and federal laws, regulations, and codes dealing with the reporting of educational programs; County operations, policies, and objectives; perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include as defined by designated program area.

ABILITY is required to flourish in a collaborative environment; participate in the development and implementation of goals, objectives, and policies; be able to establish priorities for the assigned program(s); be able to manage complex programs that require the interaction with a variety of departments, outside agencies, business groups, and community groups; schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined

methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; supervising the use of funds. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor’s degree in job-related area.

Equivalency: A minimum of eight (8) years of experience in project management, implementation, and development initiatives in a leadership role, including managing project teams, project budgets, and partnership and participant communications.

Required Testing:

Certificates and Licenses

Valid Driver’s License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

2/6/2024

Salary Grade

114