

Jurisdictional Class: Competitive
Adopted: March 18, 1994
Revised: April 25, 2018

PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for managing, coordinating, and planning a variety of programs and/or grants related to an agency. The work is performed under general supervision with considerable leeway allowed in the performance of duties. Supervision may be exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the activities or administers a specific service, program and/or grant related to the agency;
Supervises the activities of both professional and support staff;
Maintains detailed program services records and makes reports of services as requested;
Participates in and facilitates workshops and training programs as appropriate;
Promotes public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, public speaking, etc.;
Studies, evaluates, and makes recommendations about programs, problems, suggestions incorporating current research;
Recruits and screens program participants, which may include schools, vendors, agencies, and municipalities;
Periodically evaluates program development;
May provide consultant services regarding a variety of programs;
Develops, promotes and coordinates resources on program policies;
May provide resource training for staff;
Develops and maintains relationships with related agencies and helps implement and coordinate services;
May attend regional, state, and local meetings related to agency programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the needs of the community population;
Good knowledge of organization and related agency programs;
Good knowledge of community resources available to program participants;
Good knowledge of interviewing practices and techniques;
Good knowledge of presentation and communication techniques;
Working knowledge of public information and relations techniques;
Ability to plan, organize, and direct the activities of others;
Ability to work with diverse population groups;
Ability to communicate clearly and effectively both orally and in writing.

Project Coordinator

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

SPECIAL REQUIREMENT: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.