

**SPECIAL PROJECTS COORDINATOR  
(UNCLASSIFIED)**

**NATURE OF WORK IN THIS CLASS**

This is responsible professional work involved in planning, developing, implementing or coordinating and monitoring projects and activities in a department/agency. Employees in this class perform independent work under the general supervision of the Director.

**ILLUSTRATIVE EXAMPLES OF WORK** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Coordinates with program administrators in the planning, development, and implementation of projects and activities.

Coordinates special projects with other government departments and agencies.

Inspects and monitors projects; advises the Director of project status, and recommends innovative and/or corrective measures as needed.

Prepares and maintains special projects schedules; makes decisions on project needs and priorities.

Attends and represents the Director at official meetings to acquire information on proposed community projects that may require the department's assistance.

Serves as lead person for special projects and activities.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of departmental program objectives, policies, procedures and activities.

Knowledge of modern principles and practices of public administration.

Knowledge of local and federal laws applicable to local and federal programs and activities.

Ability to plan, develop, implement, coordinate and monitor programs and activities.

Ability to evaluate and improve operational effectiveness and implement changes.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

Ability to make decisions in accordance with federal and local laws, policies, rules and regulations and other program guidelines.

Ability to work effectively with the public, public officials, and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Three years of experience in planning, developing, implementing or coordinating and monitoring of programs or projects and graduation from a recognized college or university with a Bachelor's degree; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED:                    SEPTEMBER 1995**

**PAY GRADE:                    M**

**HAY EVALUATION:**

<b>KNOW HOW:</b>	<b>E12</b>	<b>200</b>
<b>PROBLEM SOLVING:</b>	<b>E3 (33%)</b>	<b>66</b>
<b><u>ACCOUNTABILITY:</u></b>	<b><u>E1S</u></b>	<b><u>76</u></b>
<b>TOTAL POINTS:</b>		<b>342</b>

  


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**ELOY P. HARA**  
**Executive Director**  
**Civil Service Commission**