

**Special Projects Coordinator****GENERAL SUMMARY**

Performs difficult professional and administrative work in overseeing the planning, design, and construction of capital, maintenance, and administrative projects; Responsible for other project work assignments as required.

Expected to be able to work multiple projects at same time. Work is performed under the general supervision of the County Administrator.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Operate within a strong ethical framework and strive to uphold the public trust.
- Improve accountability, customer service, and efficiency.
- Help with overseeing the performance of long-term financing for operational and capital needs.
- Be a big picture visionary to advance the County's goals and objectives.
- Ensure the effective and efficient implementation of the Board's strategic priorities, policy, and direction.
- Monitor and keep others informed of issues, trends, and legal matters that affect the County.
- Have a familiarity with contracts on a variety of administrative, fiscal, and special projects.
- Prepares scope of work and requests for proposals/qualifications for professional services required for County projects.
- Researches, analyzes, and prepares proposals, quotations, bids, and technical reports with recommendations related to consultant agreements.
- Performs administrative/office related tasks as required.
- Create management, communication plans and processes, including use of our website
- Analyze and develop procedures for management and technical duties
- Define project responsibilities with stakeholders
- Participate in how budget and staff are allocated for projects
- Maintain project time frames, budget estimates, and status reports
- Coordinate projects of the county
- Engage in policy review and compliance activities
- Other duties as assigned

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Four-year college degree required.
- Establish and maintain effective working relationships with public officials, employees, and public; ability to communicate technical ideas effectively, both orally and in writing.
- Two to four years of directly related human capital management experience.
- Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

**CERTIFICATIONS, LICENSES**

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 25 pounds.
- The employee may be required to travel in his or her own vehicle.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Skill in operation of modern office equipment such as personal computers, facsimile, copiers, and telephones
- Skill in the use of personal computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skilled in researching and resolving problems to ensure compliance
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job
- Ability to explain complex policies and processes in layman's terms
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently
- Ability to take initiative and drive organizational excellence.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries