

Code: 1912
Administrative Service
Statistical, Technical and Analytical Group
Urban Development Series

CLASS TITLE: Project Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, the class coordinates the administration, development and implementation of a specific project or program moderate in size and scope for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Serves as a project or program supervisor, overseeing staff and work operations to ensure established goals and objectives are met; develops and implements operating policies and procedures to ensure the effectiveness of program operations; plans work schedules and priorities for project activities; participates in preparing project or program operating budgets and monitors budget expenditures; designs, implements and monitors procedures utilized in program evaluation; develops marketing strategies to encourage participation in City projects and programs; audits and approves contractor and consultant vouchers for payment; acts as a liaison with City departments, public and private agencies and business organizations to secure commitments in providing services to program participants, sharing program information and obtaining additional funding support; monitors and provides direction to consultants engaged in administering program activities; prepares narrative and statistical program status reports.

RELATED DUTIES: Attends community, civic and business organization meetings to promote department programs or Citywide initiatives.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Social Sciences, Planning or a related field, supplemented by three years of progressively responsible experience in program administration, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of the principles and practices of program planning and administration. Good knowledge of program monitoring and evaluation methodology and techniques. Good knowledge of marketing strategies. Good knowledge of budgeting and financial management.

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CLASS TITLE: Project Coordinator (Cont'd)

Ability to supervise staff. Ability to develop program policies and

procedures. Ability to manage program funds. Ability to work with vendors.

Good skill in the application of methods and techniques utilized in program administration. Good oral and written communication skills. Good interpersonal skills. Good analytical skills. Good organization skills. Good supervisory skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel