CLASS TITLE:  **Assistant Project Coordinator**

CHARACTERISTICS OF THE CLASS:  Under general supervision, assists in the coordination and execution of a specific project or program for a City department; and performs related duties as required.

EXAMPLES OF DUTIES:  Assists the Project Coordinator in performing administrative and supervisory functions for projects aimed at improving economic, social, health and environmental conditions; assists in assigning subordinate personnel to specific tasks and duties; speaks to various civic, business and community organizations to explain program and intended goals, present recommendations, and receive feedback; assists in marketing and project participant selection activities; participates in the development and preparation of informational materials; reviews project records and reports to ensure compliance with previously established guidelines; assists in coordinating project efforts with other agencies; assists in budget and grant preparation activities; provides input to Project Coordinator regarding policy and program development, as well as program operation and evaluation; responds to oral and written inquiries regarding project status; maintains project records and documents; prepares project status and progress reports.

DESIRABLE MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from an accredited college or university with a Bachelor’s degree in Public or Business Administration, Social Service, Planning or a directly related field, supplemented by one year of responsible program administration experience; or an equivalent combination of training and experience is required.

**Knowledge, Abilities and Skill.** Good knowledge of methods and practices of program administration. Knowledge of departmental policies and procedures.

Ability to assist in coordinating and implementing programs and policies. Ability to work effectively for and with the public. Ability to prepare reports.

Skill in the application of the methods and practices utilized in program administration. Good public and human relations skills. Good oral and written communication skills.

October, 1988