

PROJECT COORDINATOR

Purpose Statement

Under the direction of an assigned administrator, the job of the Project Coordinator is done for the purpose(s) of performing a variety of support services in the design, development, implementation and evaluation of departmental programs.

Essential Functions:

- Designs, develops, implements, evaluates and ensures integrity of departmental programs and activities.
- Researches and compiles information from a variety of sources; prepares drafts, summary reports, displays and brochures to be included in district programs, reports and bulletins.
- Assists in developing, monitoring and coordinating department budget; compiles information from a variety of sources and prepare summary reports.
- Attends and facilitates meetings and in-service training sessions; maintains current knowledge of current trends and practices of assigned programs; represents the District office in meetings and conferences as assigned.
- Leads in developing, planning, implementing and evaluating office procedures to upgrade efficiency of department.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and exchanges information; prepares written communications on behalf of the designated unit administrator.
- Prepares and maintains a variety of records, reports and materials related to assigned activities.
- Operates a variety of office equipment including a computer.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment. May include travel from site to site and attend community events/meetings to support District work.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks to support sites with potential need to upgrade skills in order to meet changing best practices. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, performing standard bookkeeping; planning and managing projects; and preparing and maintain accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentage, and/or ratios; review and interpret technical information, write materials, implement desired actions; analyze situations and define issues and draw conclusions; basic principles and practices of fiscal, statistical and administrative research and report preparation; policies, objectives and guidelines of assigned programs; applicable sections of the State Education Code and other applicable laws; interpersonal skills including tact, patience and courtesy; basic budgeting practices regarding monitoring and control; oral and written communication skills; public speaking techniques; record-keeping and report preparation techniques and operation of a variety of office equipment including a computer.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job related equipment; coordinate, monitor and evaluate a variety of programs; read, interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures, flexibility is required to independently work with others in a wide variety of circumstances; work with a significant diversity of individuals and/or groups; provide technical assistance to assigned programs and staff; communicate effectively both orally and in writing, maintain current knowledge of current trends and practices of assigned programs; maintain records and prepare reports; prepare and make oral presentations; work within an open and team environment using collaborative approaches and establish and maintain cooperative and effective working relationships with others.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience:

Any combination equivalent to: graduation from high school supplemented by college level course work in administration, business or a related field and two years of administrative experience involving frequent public contact and two years of recent supervisory experience.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

*Management Salary Schedule
Adopted by BOT 12-14-15*

Salary Range 7