

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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| Project Coordinator |
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Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 511

FLSA Status: Exempt

Job Code: R858

JOB SUMMARY

The purpose of this classification is to plan, coordinate and implement a majority of projects for the City’s Recreation, Parks, Historic and Cultural Affairs Department. Work involves managing multiple projects, assigned facilities, and significant staff and resources. Project areas involve all aspects of the Department including, but not limited to, parks, facilities, buildings, historic homes, recreation areas, and specialized facilities.

ESSENTIAL JOB FUNCTIONS

- Performs strategic planning for assigned projects; establishes goals and objectives for projects area; develops overall work plans for multiple projects; and establishes projects area policies and procedures.
- Coordinates the use of equipment, facility spaces and other resources between area projects and daily operations of the Department, and between internal and external user groups; and prioritizes and allocates resources according to project demands.
- Ensures adherence to established policies and procedures; promotes risk management and safety; evaluates overall effectiveness of projects and services; directs subordinate staff in the development and implementation of changes to improve projects; and recommends broad/strategic changes to the management.
- Works with other City Departments as needed to ensure compliance with necessary permits and regulations.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Establishes effective working relationships with City employees, management, community groups, sponsors, local businesses, media representatives and other parties with projects

area interests and interactions; develops partnerships with other agencies and departments; provides customer service and assistance to patrons, participants, and the general public; resolves sensitive issues and problems; and provides information regarding projects, policies and services.

- Develops scope of work for capital improvement projects and works with staff and the Finance department for procurement.
- Develops projects area budgets; directs subordinate supervisors in the development of individual project budgets; synthesizes information into administrative documents, work plans and budgeting recommendations for the projects area; and manages approved project budgets.
- Supervises and performs marketing and promotional activities for area projects; prepares and/or oversees the development and distribution of communications and marketing materials; engages in and supervises public relations and outreach activities; and provides program information to websites, media venues and community groups.
- Manages the establishment and maintenance of area databases, files and records; reviews and/or prepares financial, statistical and operational records; reviews incident and accident reports; prepares performance reports, correspondence and other documents; and presents information to management upon request.
- Manages assigned equipment, facilities, materials, supplies and other fixed assets; reviews requests for new equipment and maintenance/repair work; works with maintenance staff to coordinate needed maintenance and repairs; prepares bid quotations and purchase orders; procures equipment, materials and supplies; and implements inventory and control procedures.
- Organizes and coordinates staff training, uniforms and other PPE for Park's staff.
- Manages and trains other staff in the general upkeep and maintenance of previously completed projects within the park's system
- Assists Park Services Manager with special projects or events, as needed.
- Operates a personal computer, general office equipment, and recreational equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree in project management or related field; Bachelor's degree preferred; supplemented by three (3) years of progressively responsible experience supervising projects, project coordination, general construction, landscaping, general building maintenance, HVAC, plumbing, electrical systems, mechanical systems, custodial maintenance, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of principles, practices, techniques and equipment used to plan, develop and implement projects.
- Knowledge of rules, regulations and applicable safety requirements governing assigned projects area.
- Knowledge of City administrative policies and procedures and of the principles of supervision. Skill in the operation of general office equipment.
- Ability to develop and execute well-rounded projects for a diverse community base. Ability to manage assigned projects, staff and resources.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinate supervisors and the ability to interact with participants, volunteers and the general public in an effective manner.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.