



## PROJECT COORDINATOR

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**Title:** Project Coordinator  
**Dept:** Public Works  
**Compensation:** Range 13: \$2821 – \$3431, plus benefits  
**Representation:** Milton Non-Uniformed Personnel Union

**Description:** This position works under the general direction of the Public Works Director. It will plan, coordinate, develop, implement, assign work, supervise volunteers, and evaluate projects and programs benefiting public interest and the community. This position completes special projects; recommends solutions to assigned problems or issues; exercises independent judgment; and performs more complex administrative tasks. Duties include but are not limited to, developing, planning, and implementing various projects and programs, including specific program goals and objectives; coordinating the development, preparation and administration of grants; budget development; research and analyses; preparing statistical, analytical and narrative reports; acting as a liaison between departments and with outside agencies; serving as team leader on special projects for small groups of employees and volunteers; overseeing the performance of volunteers; and other tasks as assigned.

The work is generally performed independently and reviewed by the Director in terms of work outcomes. This position deals with case sensitive and occasionally controversial issues affecting the public or other departments. The work requires problem solving skills and may be required to develop creative solutions to funding challenges. The work also requires knowledge of volunteer program administration and the ability to assess volunteer interests and abilities and assign them accordingly.

This position requires the ability to interpret and apply complex rules and regulations; to effectively communicate, both orally and in writing; and to work cooperatively with diverse groups of people and organizations.

**Minimum Qualifications:** Requires a Bachelor's Degree in business or public administration, engineering, planning, human services administration or a related field, and a minimum of one year of experience in project/construction management, grant/contract administration, planning and implementing community outreach/public education programs, or an equivalent combination of education, training and/or experience.

Knowledge of Microsoft Office products required.

**Licensing and Other Requirements:** Current Washington State driver's license or evidence of equivalent mobility. Availability to participate in occasional evening or weekend meetings.

## **Examples of Work:**

- Coordinate and participate in the development and assembly of the annual budget;
- Develop and monitor special project and program goals and objectives; prepare project and program reports to include status, challenges and analysis; investigate and recommend solutions to financial challenges; review special project invoices and recommend payment.
- Conduct research, develop and implement new service program proposals to meet community needs in support of educational and community programs and activities. Prepare estimates for programs, schedules, contract payments and other purposes for municipal public works, parks and facilities, and utilities projects and programs. Develop work plans, specific goals, objectives and outcomes, and identify target participants.
- Promote and manage community service and volunteer programs; and recruit, train, manage and supervise volunteers;
- Work effectively with outside agencies and community groups;
- Plan and prepare articles, brochures, promotional, and educational materials;
- Conduct special training and speak at public meetings, conferences and seminars;
- Respond to requests and review information, complaints, and proposals from the general public regarding traffic and transportation issues and volunteer programs;
- Gather and compile data; design and develop databases; make recommendations for solutions; prepare narrative and statistical reports; and prepare visual aids including, maps, tables, graphs, slide shows, exhibits and similar materials to support projects and programs.
- Coordinate grant procurement and administration; identify, research and evaluate grant sources; prepare grant applications; and set up system to monitor grants and contracts.
- Provide assistance to higher level management and other staff on special projects, involving research, compiling information or data of a specialized nature, analysis, planning, and technical support.
- May serve on special task forces and committees; represent department to other agencies, community groups, service providers, and the public.
- Complete special projects and other duties as assigned.

**Work Environment/Physical Demands:** Work may be performed at various locations, however, most work is performed in a normal office environment in front of a computer. Field assignments may entail exposure to all types of weather conditions, hazardous traffic situations and work in or near construction sites. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, religion, age or ethnic origin.*

**This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.**

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