



CLASS SPECIFICATION

Class Code: 17626
Date Est: 10/2013
Last Rev: 02/2015
Last Title Chg:
FLSA: non-exempt
Probation 12 months

PROJECT COORDINATOR - DA

DEFINITION

Under direction, plans and coordinates multiple assigned programs and projects within the District Attorney's office; identifies program goals and objectives; develops, implements and evaluates program's effectiveness; supervises program staff; directs contractors and volunteers; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree from an accredited college or university with major course work in Business Administration or a closely related field and two years of full time experience in coordinating projects to include process review, procedure management, staff supervision, delegating work assignments, interagency liaison, project administration, and program management; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Submission of a set of fingerprints for background investigation purposes.

SUPERVISION EXERCISED

Exercises direct supervision over program staff; directs the work of volunteers and coordinates the use of independent contractors.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff that includes: participate in staff selection; provide training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Perform a variety of administrative duties for management such as process personnel/payroll; coordinate intern/externs/volunteers; oversee community outreach; and liaison with county and community leaders at meetings or other venues, as assigned.

Provide staff support to division/department including coordination and organization of services and activities; confer with management on administrative issues and provide recommendations for organizational or procedural changes affecting support activities, work methods, techniques, systems and equipment.

Direct and participate in special projects, assignments and activities by coordinating the activities of involved staff, collecting and analyzing information to write or produce reports which present and interpret data, identify alternatives and provide recommendations for change.

Coordinate and oversee assigned services and activities with other programs, divisions, departments, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

Plan, prioritize, assign, monitor and review work products for compliance with applicable standards, policies and procedures with the goal of increasing productivity and efficiency.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

District Attorney policies and procedures.

Organizational functions and financing of federal, state, and local programs.

Terminology, acronyms, and subject matter relative to the assigned program(s).

Countywide personnel policies, such as affirmative action, sexual harassment, and EEO.

Federal, state, county regulations and standards pertaining to the assigned programs.

Grant development and administration techniques.

Community resources, including funding sources, pertinent to assigned program

Management information systems and software programs used in the assigned area.

Ability to:

Research, read, interpret and apply NRS, Washoe County Code, Board and Commission agenda guidelines, county ordinances, departmental policies and federal guidelines governing: District Attorney projects, intern/extern programs, personnel policy and procedure, and community outreach.

Respond to requests and inquiries from the public and county personnel related to the policies and procedures of assigned function.

Select, supervise and evaluate the performance of assigned staff.

Plan, coordinate and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency.

Administer contract and professional service agreements within the office.

Promote safe work methods and procedures for employees and volunteers.

Skills:

Analytical skills to identify problems, research alternatives, identify and implement solutions, and develop and implement proposals for changes to programs, procedures and/or policies to improve efficiency, cost effectiveness and compliance with regulations.

Organizational skills to manage multiple programs, responsibilities, priorities, projects, and deadlines for self, staff, and contract staff using tools, techniques and technology based programs and initiatives.

Coordination, facilitation and linking skills to support efficient and effective organizational performance by ensuring critical information flows between department/divisions.

Oral and written communication skills to express information clearly and quickly to/from a variety of audiences including skills such as active listening, intuition, observation and reading non-verbal cues to understand and proactively respond to division, departmental, administration, partner agency and citizen needs.

Computer skills to efficiently and effectively draft, create, compose, modify and edit documents for public meeting agendas, reports, performance evaluations, policies, procedures, and presentations, with a high degree of proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and SAP.

Extensive knowledge of Washoe County and District Attorney operations, resource availability and program availability.

Experience with staff selections, training and development and management.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Program planning and development methods and techniques.

Principles of general management, training, and supervision.

Research techniques, data collection, analysis, and report preparation.

Methods and practices for developing and presenting public information programs.

Ability to:

Develop and implement program components and services.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Interpret and apply pertinent laws, codes and regulations including administrative and District Attorney policies and procedures.

Maintain accurate records (including accounts maintenance).

Write narrative reports, educational or promotional materials and other documents.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Establish and maintain effective working relationships with the public, staff, volunteers and representatives of outside agencies.

Coordinate programs and activities with other entities.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use digital camera equipment and modern office equipment including computers, copiers, printers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.