



**Project/Program Coordinator I**  
**Project/Program Coordinator II**  
**Project/Program Coordinator III**  
**Project/Program Coordinator IV**

**Class code:** 01340, 01341, 01342, 01343

**Employee Group:** Management/Confidential

**FLSA:** Exempt/Non-Exempt

**Salary Band:** 4, 5, 6, or 7 (depending on assigned points)

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## **I. Position Summary**

Plans, facilitates and administers the functions of assigned special projects; plans; provides administrative assistance to an elected official or senior manager; provides complex and technical research, evaluation and studies of various projects and programs.

## **II. Supervision Exercised**

May act as a supervisor or a lead to various classifications.

## **III. Examples of Essential Position Duties**

- Performs complex and technical research, evaluation, and studies of various programs, projects, operations, activities, or grants. Collects, analyzes and interprets statistical and other data from a variety of sources; prepares written reports and makes recommendations regarding their feasibility based on studies, surveys and analyses.
- Prepares comprehensive reports on a variety of issues; prepares and maintains financial narrative reports. Assists in the preparation of orders, ordinances, and other pleadings or legislative documents as needed.
- Oversees and performs purchasing, accounting, inventory control, and budget related functions to assist in providing fiscal accountability. Uses established policies, methods, and procedures to purchase supplies, materials, or equipment and provide required documentation. Assures that appropriate fiscal records and reports are accurately prepared and maintained.
- May manage programs and/or projects; provide program/project oversight; develop goals and quality assurance measures.
- May manage personnel, safety, and risk functions for a department, large division or program.
- May act as a departmental resource for County and departmental policy administration. Assists in the development and implementation of department policies; prepares and revises procedures, rules and manuals; analyzes legislation which may affect department activities; reviews department operations for compliance with statutes, rules and regulations.
- May prepare and administer contracts and leases; prepare requests for proposals; negotiate terms and conditions of contracts; monitor contract compliance.
- May prepare grant applications and administer grant funds; research available grant funds and programs; monitor expenditures and collect data to prepare grant reports.
- May work with other agencies and vendors to coordinate and manage program specific projects or events; may make presentations.
- Remains current on legislation, legal requirements, and ordinances affecting unit operations and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.

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- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime, as well as working irregular hours, may be required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Knowledge of principles and practices of research methods and techniques.
- Knowledge of technical aspects of field of specialty.
- Comprehensive knowledge of the functions and procedures of a specific department and general knowledge of County-wide departmental functions and procedures.
- Thorough knowledge of administrative, fiscal, and personnel administration practices.
- Knowledge of basic data processing principles and accounting applications.
- Knowledge of administration and management.
- Knowledge of and ability to interpret and apply County/department policies and procedures and legal requirements applicable to area of assignment.
- Knowledge of grant writing, monitoring, and associated procedures.
- Excellent oral communications skills to explain policies and procedures and to work effectively with other employees, agencies, and the general public using courtesy, tact, and good judgment.
- Ability to develop, organize, and oversee projects including monitoring budgets and funding, work schedules, grant administration requirements, and progress reports.
- Ability to conduct research studies, including the collection, organization, analysis, and development of administrative recommendations.
- Ability to plan, organize, schedule, and coordinate operations.
- Ability to handle confidential information.
- Ability to analyze and make decisions, judgments, short and long range plans relating to area of responsibility.
- Ability to interpret, and explain documents, policies, and regulations.
- Ability to provide work direction to others.
- Ability to prepare effective written reports, correspondence, memoranda, policies, and other written documents.
- Skills in operating standard office equipment such as a typewriter, computer terminal, calculator, and other office equipment.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

### **Education and Experience**

- Bachelor's degree in public or business administration or related field AND four years of project or program management experience AND one year of progressively responsible administrative experience, preferably in the area of assignment; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

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### **Licenses, Certificates and Other**

- Valid Oregon State Driver's License with an acceptable driving record required for some positions.
- May be required to obtain specialized licenses or certifications for some positions.

### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Minimum physical effort is required. Some positions require driving and travel.

### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 11/16