

PROJECT SPECIALIST

Class Code: 143

Range: E/13

Definition: Under general supervision, to coordinate and participate in the development and coordination of a grant or project, and to perform related duties as required.

Distinguishing Features: The Project Specialist is a journey level class. Incumbent performs a full range of complex duties requiring knowledge of policies and procedures related to the assigned project. Employee at this level works under direction within a framework of established procedures, with only occasional instruction or assistance. Work is normally reviewed upon completion and for overall results.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- C Plan, coordinate and implement the programs and services for the assigned project.
- C Receive and respond to calls for information and assistance from clients.
- C Train volunteers and staff in the techniques and methods for best assisting clients.
- C Plan and participate in public education, public service announcements and media relations to increase awareness of project goals; may make presentations to various community groups to promote awareness and support for the project; mail program information.
- C Provide information to clients concerning applicable rules, regulations, laws, policies and procedures.
- C Coordinate services and share information with other agencies as necessary to maximize program effectiveness, instruct and provide training to various groups or agencies.
- C Secure and administer grant funding and donations for special programming.
- C Prepare statistical information required for funding; maintain case records, ensuring all documentation is accurate and complete; prepare reports and other documents as necessary.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- C Perform general clerical duties, including but not limited to preparing and processing mail; typing, copying and filing reports and correspondence; faxing information; answering the phone, etc.
- C May schedule and coordinate the duties of co-workers and/or team members.
- C Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A high school diploma or equivalent supplemented by three years of project related experience.

Knowledge, Skills and Abilities: Position requires considerable knowledge of terminology, protocol, laws, ordinances, policies and procedures of agencies related to the assigned project; community resources and agencies that are available for providing related services; business English, spelling, composition and arithmetic; and familiarity with modern office practices and procedures. Position requires ability to interpret and apply department policies and procedures; make decisions independently in accordance with established procedures; coordinate and implement comprehensive service programs; train other staff; operate modern office equipment; develop proficiency in the use of computers/word processing equipment; understand and carry out oral and written directions; use initiative, tact and good judgement on the job dealing with the public and other agencies; work as a team member; maintain records and prepare reports; maintain confidentiality of materials and information; read, type and understand case documentation; communicate effectively and persuasively, both orally and in writing.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Work involves minimal dexterity in the use of fingers, limbs or body in the operation of office and communications equipment. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.