

**County of Humboldt Job Specification**  
**PROJECT COORDINATOR I/II**  
**Classification 0254A/B**  
**FLSA: Non-Exempt**



**DEFINITION**

Under direct or general supervision, performs responsible project coordination tasks and administers or assists a higher-level projects manager in the administration and coordination of County administrative, operational, and/or technical projects through all phases of project delivery, or performs the more complex staff assignments.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct (Project Coordinator I) or general (Project Coordinator II) supervision from assigned management/supervisory staff. Exercises no direct supervision of staff.

**CLASS CHARACTERISTICS**

*Project Coordinator I:* This is the entry-level classification in the Project Coordinator series. Initially under close supervision, incumbents learn and perform routine work in one or more areas of project coordination. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Project Coordinator II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised at project-specific progress milestones and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Project Coordinator II:* This is the journey-level classification in the Project Coordinator series. Positions at this level are distinguished from the Project Coordinator I by the performance of the full range of duties as assigned, working independently, taking on larger and more complex projects or assignments, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Project Coordinator I/II class series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions. Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.*

- Assists in the planning, coordination, and monitoring of County projects.
- Assists in preparing and making presentations to groups and organizations regarding projects, services, and activities; attends various meetings, committees and conferences related to project goals and objectives.
- Assists in developing systems designed to maintain scope and reduce time and costs of delivery of County projects.
- Assists in preparing project status reports, project schedules, and total project cost estimates.
- Compiles and reviews staff reports related to project completions, revisions or changes and compares information with project schedules.
- Assembles status data of project budgets, records budget adjustments, and project cash flow data.
- Develops, manages, and updates detailed total project cost estimates and project schedules and exerts cost and schedule control during all phases of project delivery.
- Coordinates the project related activities of project stakeholders as needed to ensure successful delivery of the projects within cost and schedule limitations.
- Assists a higher-level manager in the coordination of larger and more complex projects.
- Identifies potential problem areas in advance and takes corrective action or notifies competent authority as necessary.
- Coordinates and manages the procurement of professional consultant services which includes the evaluation and negotiation of professional consultant proposals.
- Reviews change in program plans requested by project stakeholders and provides advice on budget and time implications.
- Tracks project tasks and milestones, reporting progress to management.
- Coordinates and administers contracts, monitors vendor compliance, and facilitates contractor activities to ensure adherence to project specifications, timelines, and budgets.
- Assists in tracking and reporting on grant-funded projects to ensure compliance with grant requirements, including timelines, deliverables, and documentation.
- Prepares, compiles, and reviews project-related reports, Board of Supervisors agenda items, and other formal documentation for internal and external stakeholders.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public agency contract negotiation, administration, project management and evaluation.

- Applicable federal state and local laws, regulations, standards, and policies.
- Principles and methods of cost estimating and evaluating appropriate resources for projects.
- Principles and practices of contract management and procurement processes
- Principles of budgetary administration and control.
- Business information systems principles including design and related software applications.
- Principles and practices of collaborative project development and interdepartmental coordination.
- Standard office practices and procedures.

**Skill in:**

- Preparing resource and budget estimates for projects.
- Managing, organizing, and coordinating the various components of projects.
- Directing and maintaining multiple projects simultaneously consisting of a variety of activity in multiple areas.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of the work.
- Understanding and following complex technical instructions.
- Conducting research and compiling accurate data in areas of responsibility.
- Understanding, interpreting, and applying all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

High School Diploma or GED equivalent and two (2) years of experience performing increasingly responsible project management tasks.

**and**

Project Coordinator I: Equivalent to an associate's degree from an accredited college or university with major coursework in business administration, public administration, or a field closely related to the assignment and one (1) year of responsible administrative, technical, or project coordination experience supporting operations similar to those in the assignment.

Project Coordinator II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a field closely related to the assignment.

**or**

two (2) years of increasingly responsible experience coordinating projects, programs, or related services supporting operations similar to those in the assignment.

### **Licenses and Certifications:**

- Specified positions may require possession a valid driver's license upon date of application. Such positions may require possession of California driver's license following hire date per California DMV regulations.

### **PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites (use only for driving positions); primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 50 pounds in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various County sites.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- May include field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).