

PROJECT ADMINISTRATOR/COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves coordination activities involved with implementation of capital and other projects with respect to the needs of a County department or departments, such as Highways & Facilities projects, Purchasing & Central Services projects, etc. Incumbent serves as the liaison between the department(s) and County personnel, various municipal agencies and project managers and contractors. Coordination of project information internally among County departments and divisions involved in each project is also a responsibility of this position. Work is performed under general direction of a commissioner, director, or other high level County official. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates project planning, scheduling and implementation of capital and other projects, both for facilities and road projects;

Acts as a liaison between the Commissioner/Director and all County personnel, municipal agencies and internal and external project managers;

Coordinates project planning, scheduling and implementation;

Maintains budgetary records of all ongoing projects in cooperation with department fiscal managers;

Attends all project-related meetings;

Keeps complete records on each ongoing project for ease of reference by the Commissioner/Director and other department personnel;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of County facilities and department functions and responsibilities; good knowledge of fiscal record keeping and accounts related to capital and related projects; good knowledge of record keeping procedures for capital and related projects from conception to completion; working knowledge of municipal boundaries and municipal agencies at the local level; ability to understand oral and written instructions; ability to establish and maintain effective professional relationships with County personnel, municipal agency leaders, project managers and the general public; initiative; tact and courtesy; a high degree of accuracy.

MINIMUM QUALIFICATIONS: Either

- a) Associates Degree and two (2) years of experience involving either fiscal, functional or administrative/coordination oversight of construction projects, government program administration dealing with planning, zoning and/or project funding, or planning, scheduling and/or coordinating the activities of multiple work units; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience as described in a) above;
- c) A combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.