

## SPECIAL PROJECT COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsibility for directing and coordinating the efforts of individuals or groups within a project of a temporary or short-lived nature; either funded by a one-time grant, or established as a set-aside project within a department. The specific duties may vary in accordance with the focus of the program; but the general responsibility of the incumbent is to follow the guidelines of the project parameters, assign tasks to personnel where warranted or allowed, authorize and make expenditures, establish day-to-day working guidelines, prepare and deliver reports to the sponsoring agency, as well as carry out any specific tasks as assigned under the enabling authorization of the special project. The work is performed under the general direction of the project administrator of the sponsoring agency as well as any oversight agencies established or recognized under the guidelines of the special project. Supervision may be exercised over the work of other employees involved in the project, volunteers or outside contractors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents may perform some or all of the following, as well as other related activities not described.

Acts as the direct administrator of a special project, determining the staffing, material, and time requirements (if not already pre-established) as the basis of the functional plan of operations of the special project;

Directs and coordinates the efforts of employees, volunteers, or interested-party groups involved within the context of the structure of an assigned project;

Follows the requirements of the project guidelines as set up at its initialization or as it has been authorized after subsequent review;

Organizes support personnel, where specified, into relevant task forces, working committees or focus groups to carry out the requirements of the special project;

Reviews work assignments to determine the material and personnel needed to complete the individual tasks;

Reviews the progress of the project through oversight of the personnel assigned to specific tasks of the special project;

Acts as liaison with other agencies involved with the project;

Confers with subordinates, team members or outside contractors on the progress of the project; and as a result of the review, makes recommendations to the sponsoring agency;

Prepares and monitors the budget of the special project;

Prepares and maintains an inventory of materials, equipment and supplies expensed on the special project;

Keeps abreast of information relevant to the administration of the project, participating in professional organizations or attending training sessions as deemed necessary;

Oversees, where authorized, the work of private contractors or consultants engaged in carrying out the specific requirements of the special project, ensuring that the work is being performed according to time tables, budget and specifications;

Reviews and approves all requisitions for material, labor or contracted services;

Provides training and guidance to individuals operating under the control of the Coordinator or from organizations within their guidance as liaison to the special project;

Ensures that subordinates adhere to all of the guidelines of the special project in respect to its' enabling or governing provisions in the performance of all work done within the intent of the project;

Reviews existing work methods and departmental operations and makes constructive recommendations to improve same;

Makes timely progress reports and submits all other documentation required either for the project's stated purpose or to satisfy the legal or contractual requirements of those individuals, or groups that are operating within the influence of the Coordinator.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the specific disciplines necessary to accomplish the stated goals of the special project; good knowledge of the range of resources available related to the requirements of the special project and the means to which access to those resources may be attained; working knowledge of the policies, procedures and practices of the groups or organizations from whom cooperative agreements might be required; ability to prepare and present written and oral reports to a variety of constituents and/or governing bodies; ability to relate to a wide range of client populations and target their needs to the projects goals; ability to communicate effectively with a wide variety of organizations and individuals; ability to train others; ability to maintain effective working relationships with various groups and agencies; good judgement; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a graduate degree in social work, education, public or business administration, law, sociology, psychology, criminology , or a field specifically related to the intent of the administration of the special project; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social work, education, public or business administration, law, sociology, psychology, criminology, or a field specifically related to the intent of the

administration of the special project and two (2) years of full-time paid work experience in that field; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree, or satisfactory completion of a minimum of sixty (60) semester credit hours with at least twenty-four (24) credit hours in any of the areas described in A or B above and four (4) years of full-time paid work experience in that specific discipline; **OR**

D. An equivalent combination of training and experience as designated in A, B, and C above.

ULSTER COUNTY  
6887 SP PROJ CD  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: April 10, 2003