



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR I, SPECIAL PROJECTS**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) project management specialist work in the areas of scheduling and estimating. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Establishes goals and objectives that support overall strategies; plans and assists with the development of schedules, priorities, and standards for achieving goals

Develops and implements techniques for evaluating project activities

Establishes goals and objectives that support overall strategies; plans and assists with the development of schedules, priorities, and standards for achieving goals

Supervises the development and implementation of county wide projects

Creates, organizes, and maintains detailed project cost estimates to model a project's final cost.

Documents project plans, procedures, and project change orders.

Monitors and reports project schedule changes and the potential effect of adjustments

Prepares detailed project cost estimates using descriptive information to model and display project financial status

Reviews and analyzes construction documents and other technical documents

Updates project schedules and cost estimates using information gathered and analyzed from multiple sources

Verifies that project schedule controls are properly implemented and maintained

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy

Performs related work as assigned

EDUCATION AND EXPERIENCE

Two academic years from an accredited college or university in Business Administration, Public Administration, Political Science or related field

Experience in business, public administration, or other related field

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management

Knowledge of the principles and methods of field inspection

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and plan, assign, and supervise the work of others

Considerable knowledge of public works construction methods and materials

Knowledge of administrative procedures

Ability to establish and maintain effective working relationships with employees, contractors, other departments and the public

Ability to follow written and oral instructions

Ability to communicate effectively, both verbally and in writing

Ability to prepare reports, Interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations