ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Special Projects
Job Code: 4015
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate special projects and events and manage data for the Public Works Department to assist in day-to-day administrative and strategic functions.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates assigned projects: develops and establishes project schedules and timeframes; plans and organizes project meetings; identifies and assigns duties and tasks; gathers resources and equipment; and documents and monitors project tasks and objectives.

Compiles and/or monitors various administrative and statistical data pertaining to Department operations: researches and analyzes data; identifies trends; prepares and submits reports and data to assist in decision-making; and develops and submits recommendations for changes in policies and procedures to improve operations, provide more responsive service, and/or optimize the use of resources.

Provides routine technical support and training to Department staff: conducts training classes regarding basic computer skills and Department software; identifies and troubleshoots problems and issues with hardware and

software; provides resolutions, such as restarting devices, changing settings and passwords, etc.; and escalates issues to Information Technology staff as needed.

Coordinates special events: plans events, including activities, venue, vendors, food, drink, music, budgeting, communication, etc.; prepares event outline; schedules meetings and work activities; resolves issues and concerns; and implements events, including set up, clean up, and conducting post-event surveys.

Performs other activities in support of Department operations: interprets policies and procedures; provides information to the public; maintains and updates information, pictures, and files on Department website; or other duties as assigned.

Communicates with supervisor, other City employees, third party service contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, vacancy report, overtime and compensation report, timesheets, training logs, organizational chart, project and event reports and schedules, standard operating procedures, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Business or a related field required; supplemented by three years of experience in project, program or business management and analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the

responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.