

CLASSIFICATION SPECIFICATION

Project Coordinator

FT/PT Class Code: 3021, 3521 Pay Grade: B/C 10 FLSA: Exempt Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for the development and coordination of special interest and/or training courses.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative or technical supervisor. A significant aspect of this work is the development and coordination of special interest and/or training course offerings.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Researches and develops special interest and/or training courses, including workshops, seminars, and clinics.
2. Identifies and ensures the hiring of instructional personnel for course offerings.
3. Coordinates various functions and activities associated with the successful completion of the project.
4. Establishes policies and procedures for implementation of course offerings.
5. Disseminates information on course offerings by developing brochures, flyers, and advertisements.
6. Evaluates success of the program and instructional personnel.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of advertising procedures and techniques.
- ◇ Knowledge of subject areas involved in course offerings.
- ◇ Knowledge of spreadsheet and word processing software.
- ◇ Knowledge of database management.
- ◇ Skill in recording and compiling data.
- ◇ Ability to create and organize programs.
- ◇ Ability to effectively communicate.
- ◇ Excellent interpersonal and communication skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.