



NEW:
07/01/2018

JOB TITLE:	COORDINATOR SUPPORT SERVICES AND SPECIAL PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8377
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Responsible for the overall planning, designing, and implementation of support systems solutions to support the department. Assists in the development of district level projects and their implementation. Coordinates technical support with all departments and other stakeholders. Organizes projects for multiple stakeholders and communicates processes and status of projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Ensures all projects within and outside the department are automated and effective
Provides systems support to ensure all users are providing timely, effective and efficient services
Implements, trains and supports all staff involved in projects and provides necessary support
Assists in the development communication around projects and delivers regular updates
Coordinates the day-to-day use of systems and procedures of districtwide projects and works to solve any issues that arise
Assists in planning, designing and implementing systems to improve project planning and implementation
Ensures all staff are communicated with and understand timelines and other details around projects both before and during major district projects
Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull weights and being around moving machinery, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field
Two (2) years of demonstrable experience supporting projects
Expertise with designing and leading the deployment of new projects
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience managing a small team
Strong communication and organization skills and ability to work independently