



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR SPECIAL PROJECTS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8242
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates assigned special funded projects which are operated by the unit of Adult and Continuing Education. Coordinates the classes that are funded, assists in training staff, coordinates student enrollment and acts as liaison with the funding agencies. Coordinates the use of facilities in agency sites. In one or more projects, this person will coordinate the activities of subcontractors that are needed for the program operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates project activities, registration and staff for the assigned projects

Coordinates training for project staff

Prepares grant materials, applications and proposals

Prepares all documentation and reports required from the projects

Monitors budgets from each project and is responsible for maintaining expenditures

Maintains direct contact with staff of funding source

Coordinates the staff of subcontractors as outlined in contracts

Interprets the project contracts and fulfills those obligations

Attends contractor and vendor meetings as needed

Assumes responsibility for public relations with project funding agencies

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience in program management

Experience in working with adults

Demonstrated ability with community and government agencies

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Established contacts with funding agencies

Successful experience in organizing and coordinating workshops
Successful experience in organizing adult classes
Experience with Computer Programs
Must be available when needed for both day and evening project activities
Experience in a diverse workplace