

CITY OF SALINAS

PROJECT COORDINATOR

BARGAINING UNIT/CLASS CODE:

SMEA / 26.3037

DEFINITION

To supervise programs and projects in the Community Development, Public Works Departments or other assigned department's within the City of Salinas; to develop and implement various programs and projects in support of the City's goals, objectives and future planning; and to provide technical and administrative staff assistance in the development of City policies and grant applications.

DISTINGUISHING CHARACTERISTICS:

This is the journey level in a single class. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. As experience is acquired, the employee will perform with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the department designee. May exercise indirect and/or direct supervision over project personnel and volunteers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies, and priorities to address community and city concerns involving community and business development, city property, homelessness, city beautification, and related issues. Facilitates and coordinates related activities with other City departments; Collaborates with community groups, business owners and other agencies in order to implement plans in the support of a healthier and prosperous city. Acts as a liaison between the community, business, and City departments and other agencies. Provides excellent customer service; Effectively communicates orally and in writing. Conducts off site meetings at businesses or community venues. Organizes daily and future priorities independently. Compiles and interpret data. Prepares weekly, quarterly and annual reports. Meets with individuals and groups of various socio economic status on a daily basis. Coordinates projects in a timely manner. Performs related duties as assigned.

ASSIGNMENT TO THE COMMUNITY DEVELOPMENT DIVISION

Assists in the development and implementation of programs and projects to address: community development, small business obstacles and, growth and expansion opportunities. Plans, organizes and performs community and business outreach. Communicates with various groups on a daily basis via telephone and/or on-site personal interviews to assess concerns and opportunities. Develops and distributes relevant marketing materials and information to the community. Documents and maintains results of community and business outreach and resulting actions items from visits. Facilitates community and small business development programs for the City. Assists in the development and implementation of new and revised community and small business support programs. Maintains a comprehensive knowledge of programs and resources available to businesses; assists businesses with pursuing assistance programs, where applicable. Understands the City permitting and inspection processes and guides new and existing businesses through them, working through any issues. Plans, organizes, and implements community outreach and business appreciation, networking, educational, and promotional events. Prepares and presents a variety of reports, recommendations, contracts, and memoranda to the Community Development Director, City Council, other public agencies and related groups. Reviews and drafts legislation in related fields of specialty and represents the City at appropriate legislative hearings and meetings. Prepares and

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administers contracts and agreements related to programs and projects. Assists with preparation, monitoring, and administration of project budgets. Promotes and maintains safety in the work place.

ASSIGNMENT TO THE PUBLIC WORKS DIVISION

Oversees the use and maintenance of certain facilities, rights of way, and vacant properties owned by the City of Salinas. Coordinates various projects in support of the City's beautification, revitalization and safety goals. Performs the duties of "project manager" for lead staff person short-term small projects (tenant improvements, roof repairs, building code upgrades, repairing vandalism or damage to City property, demolition of buildings) less than \$250,000) and Capital Improvement Projects (CIP) that may include: the execution of professional service agreements for design and permitting, CIP budget management, informal bidding and estimates, execution of small contracts, construction management, on-site inspections and performance guarantees. This position is the City's first point of contact for all persons with concerns regarding homeless, as defined in the February 9, 2016 "Amended and Re-Styled Homeless Cleanup Procedure" and investigates and facilitates homeless encampment clean-up projects throughout the City. Maintains homeless Marginally Housed Response Team data base. Communicates with contractors on the maintenance and repairs of city properties and facilities as needed. Maintains city sidewalk repair log and provide quarterly report. Organizes and facilitates community and city meetings. Works closely with other local and community groups. Coordinates related activities with other City departments. Prepares and presents a variety of reports and recommendations. Promotes and maintains safety in the work place. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit and stand for prolonged periods of time; walk on uneven surfaces; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. Ability to travel to and from off-site meetings or business locations.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Regular driving to visitation sites, trainings and offsite meetings. Some assignments may require meeting with the public in the outdoor elements. May be subject to walking or standing on even surfaces for long periods of time.

QUALIFICATIONS

ASSIGNMENT TO THE COMMUNITY DEVELOPMENT DIVISION

Knowledge of:

Relevant Federal, State and local laws, regulations, reporting requirements, financial procedures, etc. Community development and business incentive and financing programs. Best practices in marketing and business development and administration, economics and economic development, and workforce development. Marketing material development to include visual aids, brochures, reports and multi-media presentations. Principles and practices of business and economic development with a major emphasis on small business retention and expansion is desired. Methods and techniques of research, statistical analysis, and report preparation.

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Ability to:

Coordinate major programs with multiple projects in a complex environment. Effectively analyze large amounts of detailed and complex information, to develop sound business recommendations and workable alternatives. Assist in preparing and administering the department budget. Understand the applicability and ensure City and Successor Agency's compliance with all Federal and State laws and regulations associated with assigned programs and projects; to keep abreast of current developments in legislation trends related to assigned programs and projects. Deal effectively with complex and sensitive issues. Communicate clearly and concisely, orally and in writing. Identify, coordinate and resolve a wide variety of interests in redevelopment projects; negotiate effectively with developers, property owners and consultants. Promote the mission, values and standards of an effective organization, particularly in the area of customer service.

**QUALIFICATIONS
ASSIGNMENT TO THE PUBLIC WORKS DIVISION**

Knowledge of:

Principles and practices of organization, administration, budget processes, grants and contract administration, and personnel management. Project management, data collection and local community agencies. Operation of personal computers with proficiency using word processing and spreadsheet programs. Principles and practices of facility management. Facilitation of homeless clean-ups. Coordination of volunteers and delegating assignments.

Ability to:

Coordinate major and multiple projects in a varied environment. Assist in preparing and administering the department budget. Understand City, Federal and State laws and regulations associated with assigned programs and projects; to keep abreast of current city issues. Deal effectively with complex and sensitive issues. Communicate clearly and concisely, orally and in writing. Communicate with various individuals in diverse socio-economic groups. Address difficult or irate individuals. Identify, coordinate and resolve a wide variety of interests in homelessness projects; negotiate effectively with contractors and consultants. Compile and present data. Organize events involving various agencies. Promote the mission, values and standards of an effective organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to an Associates degree from an accredited college or university in Business, Finance, Public Administration, Urban Planning or a closely related field. The equivalent of at least two (2) years progressively responsible experience in developing, completing, and managing programs and projects or related field. Bachelors' degree desired.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 9-01, REV: 2-07, REV: 07-16