Job Description

Job Title:	Project Coordinator	Classification:	Classified
Department:	Planning, Development, Neighborhoods	Grade:	210
Occupational Group:	Planning	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision, coordinates and manages a variety of assigned programs; Housing Revitalization, Planning, Economic Development, and other projects within the City of Joplin, providing support to assigned project teams and programs.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides support to staff and program participants for assigned projects and special projects.
2. Assists Department Director and/or supervisor to design, implement and manage projects relating to housing, transportation and community development or other special programs and projects.
3. Monitors program financial and administrative performance and compliance.
4. Manages and processes project documentation and ensures progress for approval and review by Department Director and/or supervisor.
5. Coordinates program reporting and compliance activities with other team members.
6. Develops documents and reports for various projects. Develops, maintains, and analyzes data needed for decision-making and tracking purposes using a variety of database software and spreadsheet applications.
7. Researches and understands required guidelines for various projects.
8. Leads project reviews as a team member and as assigned by the Director or Supervisor.
9. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department.
10. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Presents and attends various meetings.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Knowledge of the programs and information needed by the groups served. Knowledge of economic and social characteristics and needs of the different community areas. Skill in researching and preparing informational materials. Skill in maintaining a variety of records and preparing a variety of reports. Ability to use hardware and software to track data and accumulate results. Microsoft Office Suite.

Skill in: Providing effective support in collaborating with assigned units; plan, initiating and executing long-term programs; relating Department programs with other municipal programs, goals, and objectives; speaking and dealing tactfully and effectively with people; supporting staff in both routine and emergency situations and conditions; communicating effectively, both verbally and in writing. Microsoft Office Suite.

Education: An undergraduate degree in Public Administration, Business Administration, Planning, or a closely related field.

Experience: Three years of experience preferred. Experience in working with a variety of individuals, volunteers and/or groups are desired. Experience in working with grants and gathering and analyzing data preferred.

Licenses and Certifications: Missouri driver's license.

Physical Demands Requirements and Working

Skill in operating a variety of office equipment, including FAX machines, computers, calculators, telephones and copiers. May require long periods of sitting; must be mobile to such a degree that allows efficient, effective essential job-related movement such as moving around and between buildings or work areas to perform essential job functions; low levels of twisting and bending may be required; must have manual dexterity sufficient to operate equipment such as computers, typewriters, calculators, copiers, FAX machines, and telephones.

Field work is required which may include exposure to outdoor elements, hot and cold temperatures, and temperature swings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date:	Type of Change: New Position
Revision details: New position added through Use tax and related Action Plans.	