

# CLASSIFICATION ADDENDUM

## **Job Title:** Assistant Project Coordinator

Classification Specification: Management Analyst

Barg Unit: NON

Pay Grade: C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Assistant Project Coordinator performs activities in the management and coordination of all planning, design and construction activities for the City of Springfield projects. Coordinates communication among consultants, outside agencies, City staff and citizens; performs project design review; drafts, monitors and updates work plans to include all projects within prescribed timeframes and funding parameters; participates in the development and updates of project budgets and schedules; ensures that project budgets adhere to requirements; develops and distributes project-related correspondence and reports; coordinates activities for the selection of consultants; develops and modifies agreements as required; administers contracts; reviews invoices and payment requests with appropriate follow-up. Performs related duties as required.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of engineering, construction, or a closely related field plus sufficient related work experience in project management, coordination or administration preferably for the design and/or construction of a building or other facility.

#### **Licensing Requirements:**

- A valid Oregon Driver's license at time of appointment.

#### **Knowledge:**

- Federal, State, and local regulations as they related to land use plans, and planning and environmental processes;
- Pertinent budgeting practices and laws;
- Construction management concepts including construction bidding processes;
- Methods and techniques of community involvement, decision-making and group processes.

#### **Skills:** *(Demonstrated skill in performing the following)*

- Utilizing project management techniques, resources, and planning methods to achieve goals;
- Preparing, administering and monitoring project budgets;
- Creating and managing citizen involvement plans.

**Qualification For Grade Progression:** N/A

### **Physical Requirements Addendum**

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.

### **Addendum History**

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