SNOHOMISH COUNTY JOB DESCRIPTION
PROJECT COORDINATOR
Spec No. 2356

BASIC FUNCTION

Plans, coordinates and manages select projects for the office and assumes lead responsibility of projects assigned.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes direct responsibility for select projects identified by management.

2. Oversees projects and assignments that may require multi-disciplinary or multi-divisional coordination.

3. Implements new programs, projects, and technologies for office divisions as directed.

4. Manages and promotes continuous improvement efforts for the office.

5. Reviews and analyzes program objectives, policies, procedures and standard work as directed by management and recommends improvements.

6. Tracks and analyzes division statistics for use in budgetary, personnel and resource decision making by management.

7. Helps implement communication strategies to improve service delivery.

8. Reviews and monitors financial and administrative processes and recommends improvements.

9. Provides project updates to groups and stakeholders verbally and in writing.

10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor’s degree in public administration, business administration, political science or related field; AND four (4) years of experience in work related to the specific requirements of the position; project management and/or continuous improvement certification preferred; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- project management
- policy and procedure development
SNOHOMISH COUNTY JOB DESCRIPTION

PROJECT COORDINATOR

• research methods and techniques
• audio-visual presentation methods
• Microsoft Office suite
• accounting and financial principles and practices
• continuous improvement tools and strategies

Ability to:

• communicate effectively orally and in writing
• evaluate and analyze programs, policies, procedures, and operations
• gather, analyze, and present data
• work and participate within a collaborative environment
• prepare clear and concise written materials
• maintain confidentiality of information
• work under pressure and meet deadlines
• speak publicly as needed to present project updates
• establish and maintain effective work relationships
• plan and organize work, meet deadlines and manage several projects simultaneously
• exercise initiative and judgment; make decisions within the scope of assigned authority

SUPERVISION

The employee reports to and receives direction from an administrative superior as assigned; and works collaboratively with leaders within the department. Work is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Work is performed in the usual office environment. Occasional evening meetings and/or work on weekends may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. 

EEO policy and ADA notice

Class Established: June 2013
EEO Category: 2 – Professionals
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Non-Exempt