



Project Coordinator

Economic Development

ED/3
Pay Grade: 17

JOB SUMMARY

This position is responsible for coordinating assigned projects and for assisting the Director in managing the department's day-to-day administrative functions.

MAJOR DUTIES

- Coordinates and implements assigned projects.
- Conducts project site inspections as assigned.
- Maintains the Director's schedule of activities.
- Maintains personnel records, including time and leave records; processes department payroll.
- Assists in the management of the department budget.
- Schedules on-site project inspections.
- Develops agenda items for meetings of the Commissioner Court.
- Maintains department files and records.
- Processes department travel requests.
- Updates the department website and public accesses television information; prepares public service announcement and news releases.
- Notarizes documents.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of office management principles.
- Knowledge of construction project inspection principles.
- Knowledge of county budgeting policies.

- Knowledge of county payroll processes.
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in the development of reports.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include grant requirements and county and agency policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and project coordination duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate assigned department projects and to assist in managing the department's administrative functions. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with coworkers, vendors, contractors, architects, engineers, colonia residents, representatives of state agencies, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting,

standing or stooping. The employee occasionally lifts light objects.

- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is covered** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date