

PROJECT COORDINATOR

DEFINITION: Under general supervision performs work of in administering and organizing all types of projects, from simple activities to more complex plans. Prepares comprehensive action plans, including resources, timeframes and budgets for projects. Performs various coordinating tasks such as scheduling and risk management including administrative duties, documentation, and answering questions. I difficulty in providing professional administrative in support of Kayenta Township. Acts as first point of contact for visitors and guests; directs and assists visitors and guests through telephone, e-mail, and in-person; performs routine clerical and office work.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS: Adheres to Kayenta Township Personnel Policy and Procedures; maintains excellent attendance records to meet the needs of the organization; extends outstanding customer service at all times to both internal and external customers; uses good judgment for problem solving; researches and gathers information as requested and needed; possesses excellent time management skills to deliver results on-time, within budget, and meet high quality standards.

Coordinates project management activities, resources, equipment, and information; breaks projects into feasible actions and establishes timeframes; works with clients to identify and define requirements, scope, and objectives; assigns work to internal teams and assist with schedule management; assist in preparing budgets; analyze risks and opportunities; monitor project progress and handle any issues arising; acts as point of contact and communicate project status to all participants; plans and coordinates legal paperwork, i.e. contracts and terms of agreements; creates and maintains comprehensive project documentation, plans, and reports; ensures standards and requirements are met through conducting quality assurance tests.

Maintains safe and clean work area by complying with procedures, rules and regulations. Maintains continuity among work teams by documenting and communication actions, irregularities, and continuing needs. Contributes to team effort by accomplishing assigned work. Effectively communicate with all business department personnel, excellent written and oral communication skills.

Performs other duties as assigned.

SKILL, KNOWLEDGE, ABILITY:

- Knowledge of project coordination.
- Knowledge of community information.
- Ability to interact and work positively with the general public and personnel.
- Ability to prepare and interpret flowcharts, schedules, and step-by-step action plans.
- Ability to multitask and effectively work within time-management.
- Ability to work with clients and team members on projects and plans.
- Knowledge of risk management and quality assurance controls.
- Skills with operating tools necessary to complete projects.
- Ability to communicate effectively both in writing and speaking.
- Ability to coordinate and schedule meetings.
- Ability to pay attention to details.
- Ability to multitask work flow and processes.
- Ability to demonstrate initiative, reliability, and be proactive.

- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on project site requiring protective equipment. There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS:

- AA Degree in Project Management, Construction Management, or closely related field. Three (3) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Project Management, Construction Management, or closely related field; Five (5) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.