

JOB TITLE: Coordinator, Downtown Projects

JOB CODE: 13A.10

GRADE: 20

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: The purpose of this position is to assist the City Engineer in planning, organizing, directing, supervising and managing the various Downtown Construction projects and the impacts of these projects. The Coordinator represents the City Engineer to business and neighborhood associations, public organizations and other governmental entities as appropriate. The work contributes substantially to the efficiency and effectiveness of the Engineering Department and its' ability to deliver consistently high quality service to the City.

MINIMUM QUALIFICATIONS: A Bachelor Degree from an accredited college or university with major course work in Planning, Engineering, Communications, Public Relations, Public Administration, or a closely related field, plus three (3) years of experience in public relations, public administration, or related experience; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Knowledge of principles, procedures, processes and requirements comprising standard administrative management functions, such as budget preparation and execution, finance, accounting, organizational and functional analysis, invoice review and audit, and purchase order reviews.
- Knowledge of principles, procedures, processes and requirements common to development and project operations management functions, such as project management, facilities planning, staffing, maintenance and code requirements.
- Knowledge of the basic principles of contracting, such as negotiations, award processes and procedures, management and administration.
- Knowledge of public administration, particularly those aspects specific to municipal administration.
- Knowledge of basic principles of scheduling, management and supervision.
- Knowledge of statistical concepts and methods.
- Ability to work independently, with minimum supervisory direction.
- Ability to manage and administer contracts effectively and to direct and coordinate with contractors and Engineers, Architects and Developers.
- Ability to research information involving complex and unusual problems, analyze data to make SQL business decisions and/or arrive at valid conclusions and recommendations and prepare appropriate action plans.
- Ability to use established principles of total quality management and participate in teams to interface with businesses and neighborhoods in the identification and solving of problems.
- Consult with and advise City departments, elected officials, and community organizations regarding issues, concerns, and potential solutions to neighborhood concerns, issues, and problems.

ESSENTIAL FUNCTIONS:

- Communicates effectively and clearly, both orally and in writing and to prepare succinct, coherent and technically accurate reports and analyses.
- Participates in review and approval of project planning and scheduling and similar functions and activities.
- Assists individuals and neighborhood groups with resolution of issues; serve as point of contact, provide information and recommendations; assist groups to effectively utilize the established process to resolve problems; act as mediator and group facilitator in a variety of situations; on occasion, facilitate neighborhood meetings for Engineering Department staff.
- Knows state and local laws, City ordinances, and other applicable regulations, standards and requirements relating to engineering, and related issues.
- Knows management, operational, administrative, political, environmental, and other issues pertaining to the City's Engineering Design Criteria Manual.
- Identifies potential safety hazards and applicable safety precautions associated with road and site construction projects.
- Coordinates and provides input on the evaluation of the work of subordinate staff.
- Interacts with citizens in high stress situations in a courteous, diplomatic and effective manner.
- Identifies needed program improvements and prepares and presents coherent, fiscally responsible and technically sound plans of action to address effectively needed improvements.
- Establishes and maintains effective working relationships with other Engineering staff or other City departments and offices, consultants, vendors, contractors, members of neighborhood associations, other community based groups in both the public and private sector and other members of the public.
- Evaluates requests for Changes in traffic flow by contractors and reviews Maintenance of Traffic plans.
- Reviews contractors' cost estimates for services and negotiates appropriate modifications.
- Participates with the Department Head in planning, conducting and implementing special studies and project impact minimization.
- Reviews quotes for City participation in development projects.
- Communicates relevant information on project activities to be place on City website.
- Utilizes GIS to develop maps and handouts for project explanation and representations.
- Serves as City's downtown liaison.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with officials of other City and County departments, members of neighborhood associations, other community based groups and other members of the public, to address and resolve code compliance issues and to explain the operation and functioning of the

City's Code Compliance Program. Substantial diplomatic skill is required to deal credibly, diplomatically and effectively with public inquiries and concerns about code compliance issues.

SUPERVISION RECEIVED: Works under the general supervision of the Department Head or designated representative. Considerable independent judgment and initiative are required. Supervision is minimal concerning day-to-day activities. Work is reviewed retrospectively for conformance with state statutes, City ordinances, City and Departmental policy and other applicable regulations. Incumbent is expected to use and is given considerable latitude for discretion, independent judgment and ingenuity in planning and executing the work.

SUPERVISION EXERCISED: No direct supervision of subordinates. Coordinates the scheduling and work assignments of various subordinates within the department and may provide direction on specific projects.

PHYSICAL REQUIREMENTS: This is generally managerial office work, usually requiring limited physical exertion. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has management responsibility. In this context, some lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, crouching or similar activity may be required. Because the work entails potential safety hazards, precautions must be understood and observed to avoid injury. Exposure to a wide variety of weather conditions is common. Visual acuity and manual dexterity are required to inspect structures and exteriors for conformance with codes, specifications and other requirements, as well as for reviewing computer and written files and other documents and for reviewing the work of others. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.