

PROJECT COORDINATOR

Under general direction, the Project Coordinator reports to the Authority's Chief Project Officer (CPO). This position's primary responsibility is to support the CPO in daily activities such as reviewing drawings, preparing presentations, coordinating meetings, generating correspondence, financial and schedule analysis, coordination with vendors/contractors/consultants, and miscellaneous duties as necessary.

TYPICAL TASKS/ DUTIES

- Provides support and undertakes special projects as directed by the CPO
- Works with staff and consultants in the preparation of reports and other materials
- Monitors activities to ensure conformance with goals and objectives
- Reviews project drawings and specifications
- Signs Approved for Construction drawings in CPO absence
- Analyzes project problems and formulates solutions to those problems
- Prepares PowerPoint presentations for meetings and conferences
- Prepares Board reports
- Performs financial and schedule analysis
- Writes various correspondence
- Coordinates meetings
- Prepares/reviews meeting minutes
- Monitors consultant expenditures against budget
- Provides project orientation to new team members
- Contacts vendors, contractors, consultants, and other external parties to request or disseminate information
- Researches documents
- Follows all policies and procedures
- Performs administrative duties
- Miscellaneous duties and projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES

To successfully perform the typical tasks and duties of the position, the knowledge, skills, and/or abilities listed below are required:

- Project management techniques and practices
- Familiarity with engineering drawings and specifications
- Demonstrated ability to be flexible in work performance
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Word, PowerPoint, Excel, and overall PC skills
- Demonstrated skill in both oral and written communications
- Strong team philosophy
- Demonstrated interpersonal skills
- Attention to detail
- Ability to handle several tasks concurrently
- Strong organizational skills, initiative, and dependability
- Ability to work with construction contractors, vendors, and consultants
- Demonstrated analytical skills

EDUCATION AND EXPERIENCE

This position requires a bachelor degree and two years of experience related to project coordination; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved. Experience working on large heavy civil projects is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is to have a range of motion sufficient to push, pull, and place books, binders, and other materials on level surfaces and in overhead cabinets.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Occasional construction site visits are required of this position.