CLASSIFICATION NO. 696
Established: 4/98
Revised Title: 10/19
Revised: 6/22
FLSA: Exempt
EEO: 2

TECHNOLOGY SERVICES PROJECT COORDINATOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and coordinate computer technology projects; to coordinate and facilitate task forces responsible for project development and evaluation; to implement strategies and action plans; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Computer Services Division within the Department of Technology Services provides computing services to County departments and other public and private agencies. The division is comprised of four divisions: Administrative Support, Enterprise Services, Application Support, and Telecommunication Services.

The Technology Services Project Coordinator develops definition, scope, and objectives for special projects assigned to the Technology Services Department. The incumbent develops studies and feasibility reports, staffing plans, and presents utilization plans to County management. The incumbent facilitates several task forces which provide management oversight, research, technical expertise and user review. Types of special projects include research, technical expertise, and coordination of new technology and services provided by the County.

The Technology Services Project Coordinator differs from the broad Project Manager classification which is used for contract positions that are limited to a maximum two-year appointment. It also differs from the Management Analyst series which provides professional analysis and management of department or division administrative, fiscal and/or program operations.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Identifies, reviews, evaluates, and plans feasibility studies utilizing new or emerging technology within the County; analyzes, plans, and manages multi-department projects to ensure cost effective activities that comply with industry and County standards.

2. Organizes, participates and facilitates interagency task forces responsible for project definition, goals, scope and evaluation; implements and monitors plans for project organization and staffing; prepares overall project schedule, budget and cost control systems; develops and maintains project reporting system; coordinates meeting schedules, agendas, objectives and materials; develops and writes planning reports and

correspondence.

3. Develops and implements short and long range plans for project integration into Information Services operations; coordinates, analyzes and establishes structure, services, equipment and personnel; manages and coordinates the installation and use of systems as developed; implements and manages special projects or programs; oversees and conducts user training.

4. Coordinates and monitors contractor activities and end product for compliance with contract provisions, budgets and schedules; prepares, reviews and negotiates contracts for technical and other services; oversees development of work plans; reviews and approves expenditures for services rendered and field testing of products in compliance with contract terms and County policies.

5. Promotes positive public and intergovernmental relations; chairs committees to develop standards and practices for purchasing computer technology; represents project to local partners and organizations, other counties, state agencies and associations.

6. Coordinates, prepares and submits funding requests; prepares and administers budgets; monitors and controls fund allocations; reviews products and expenditures for compliance with budgets and other restrictions.

7. Prepares, coordinates, reviews, and administers professional and technical contracts; monitors, directs, and coordinates contractor activities for compliance with contract terms and County policies.

8. May lead and/or coordinate the work of regular and temporary employees and contractors assigned to provide professional and administrative support to project; leads staff to provide quality service to task forces and citizens; promotes cooperative team efforts among staff and with other County and State agency personnel.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of public administration, and organizational design; principles and techniques of budget, contract preparation and administration; principles and techniques of project management; government financing methods and funding sources; state and local government operating methods and procedures; techniques of negotiation and public relations; computer hardware and systems software in management and technology support systems; trends in computerized technology and communications software; database management principles and techniques; statistical research techniques.

Skill to: Communicate effectively, both orally and in writing; analyze and convey technical and complex information; organize, coordinate and facilitate diverse groups; prepare, negotiate and administer contracts; develop, justify and ensure completion of project within budget, time and legal guidelines; formulate and evaluate policies and procedures; administer and control the distribution of funds according to budget proposals; compile and analyze data and develop recommendations; design, develop and implement procedures; prepare and deliver oral presentations; plan and direct the work of staff; establish and maintain effective working relationships with task force members, other government agencies, County employees, and the public.

WORKING CONDITIONS

Within the User Support Services and Technology Services Admin Divisions of Technology Services, duties require frequent standing, walking, squatting, kneeling, crawling, bending, twisting, climbing, lying down, reaching, grasping, fine motor control, and the ability to lift up to 55 pounds. Duties also involve occasional exposure to confined spaces, dust, and low lighting.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Within the User Support Services and Technology Services Admin Divisions of Technology Services, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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