

Job Title	Project Coordinator IV
Job Code	
Exempt Status	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

The Project Coordinator IV, under general supervision, supervises, coordinates, and assists with the completion of projects. Develops and coordinates project plans through full implementation.

Essential Duties and Responsibilities

- Determines project needs. Writes reports and other related materials. Monitors and prepares reports on financial activity for assigned projects.
- Develops, designs, purchases and installs and implements new services. Maintains database integrity, security, and accuracy.
- Develops and assess projects. Coordinates project activities including project initiation, value assessments, work plan development, estimating, and project controls. Develops and recommends program guidelines, procedures, policies, rules, and regulations.
- Coordinates with vendors and others in the delivery and support for systems and services.
- Coordinates multiple work streams to ensure cross-project dependencies and impacts are identified and managed. Ensures compliance with applicable regulations. Interprets policies, rules, and regulations and ensures they are followed.
- Prepares and oversees with forecasting and progress reporting against milestones, budgetary updates, and the change management process. Prepares and oversees the preparation of training and operational manuals.
- Conducts special investigations, program analysis, and research studies. Provides guidance to employees in handling difficult or complex problems. May supervise staff and students.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education - Bachelor's degree in applicable field or equivalent combination of education or experience.

Experience – Seven years of related experience in project coordination/administration.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of standard proofreading.

Ability to – Ability to multitask and work cooperatively with others. Ability to prioritize, manage multiple projects, and meet deadlines.

Licensing / Professional Certification – None.

Physical Requirements- None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements