

The City of Dallas
Class Specification

Title:	Senior Project Coordinator	Class Code:	02519
Application:	Career Series	Pay Grade:	L
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Conduct planning for bond programs to effectively arrange for street, storm drainage, and facilities capital improvements.

Essential Functions:

1. Maintains a complete and continuously updated inventory of capital needs and cost estimates to facilitate planning and ensure prompt response to inquiries.
2. Coordinates the development of proposed capital improvement programs to achieve a City Council-approved program to submit for voter approval.
3. Monitors bond projects by bond sales and prepares reports; assists in planning future bond programs.
4. Schedules, prepares information for, and conducts public meetings regarding bond programs to provide information to the public and solicit their input.
5. Provides staff support required by the Program Manager, Assistant Director or Director for the development of special reports, briefings, issue papers, etc., and for service on special assignment committees or task forces.
6. In conjunction with others designated from other departments, explores and makes recommendations concerning policy and procedure alternatives relating to consultant and contractor relationships with the city to expedite services.
7. Performs other duties as assigned.
8. Regular, reliable and punctual attendance is an essential function of the job.

Skills, Knowledge and Abilities Required to Perform Work:

Thorough knowledge of planning, design, and financing of capital improvement projects.

Thorough knowledge of contract administration.

Knowledge of the fundamental elements of project design and construction.

Knowledge of street surface treatments.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize data into reports and presentations.

Ability to plan, initiate, and execute capital improvement programs.

Ability to work with statistical and budgetary matters.

Working Conditions and Hazards:

Normal office environment.

Makes occasional field visits.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.