

**City of Dallas
Classification Specification**

Title:	Senior Coordinator	Class Code:	30022
Application:	Career Series	Pay Grade:	L
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Under limited direction, manages development, implementation, and support activities within a large scale, multi-faceted/multi-program project; projects may be multi-departmental/citywide in scope or within the purview of a single department, but, if so, must be large scale and multi-program. This position is distinguished from other levels of coordinator positions by the size and scope of the project managed, the envisionment of the project's concept (governing ideas), and the definition of its strategic goals.

Essential Functions :

1. Manages the contractor and City development staff to ensure the project produces required outcomes using mathematical modeling, estimating, planning summary worksheets, milestone charts, and performance evaluation.
2. Ensures that development activities are on schedule and within budget to ensure timely completion and cost effectiveness.
3. Ensures sponsoring and line department stakeholders are involved in the development process to keep lines of communication open and to control expectations using focus groups, ideation, brainstorming, work planning, meetings, written communications and updates.
4. Delivers well-tested and well-documented outcomes to ensure timely completion of project by application of continuous quality methodologies and sound project management techniques.
5. Directs the overall management of the project to ensure completion and appropriate outcomes by active participation as a member of the senior management team including effective communications techniques, negotiating, and problem resolution.
6. Provides status reports for the City Council, steering committee, sponsoring department and division audiences to ensure communications and control of expectations by preparing reports, speaking to individuals and groups and through other communications vehicles, project evaluation forms, information integration, budget control charts, project control charts.
7. Sets the direction and objectives to successfully implement project outcomes by planning, delegating, using project control charts, continuous quality improvement, monitoring performance, conducting interim progress reviews.
8. Supports departments in change management to ensure successful implementation by effective communications, listening, negotiating.
9. Coordinates departmental implementation plans to ensure successful implementation by setting timeframes, developing documentation, providing communications opportunities.

10. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work:

Technical knowledge of the project's subject matter sufficient to envision the project's concept and define its strategic goals.

Demonstrated skill in applying the principals of organization, management and administration (decision making, organizing, directing, coordination, assessing, facilitating, negotiating, mediating, delegating, budgeting, managing time and human resources, public speaking and relating to the public).

Strong planning skills and experience.

Problem identification and resolution skills.

Human relations skills to establish rapport, motivate employees, and create a mood of cooperation for effective problem solving and development of cost effective approach.

Strong analytical abilities.

Anticipate and critically analyze a broad range of complex problems and issues, comfort with handling numerous projects with an ability to organize prioritize and delegate.

Determine the need for, acquire, negotiate the use of, and allocate resources within a finite area of the project and across the project.

Ability to establish and maintain an effective working relationship 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 with a wide variety of people.

Working Conditions and Hazards:

Work performed under normal office conditions.

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