

City of Dallas
Classification Specification

Title:	Coordinator IV	Class Code:	30021
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Administrative/1	Established:	10/01/01
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Under limited supervision/procedural control, provides guidance, advanced specialized expertise for a team doing evaluation, development, design, and/or implementation for a program. Activities may be focused on singular or limited number of activities/programs (implementation, design, testing, etc.) and/or functional areas.

Essential Functions Depending On Assignment:

1. Serves as the expert for projects and City staff involved in the design and testing of program activities so that progress is maintained by using modeling, and other administrative techniques.
2. Evaluates effectiveness of current practices and recommend re-engineering or redesign when appropriate to ensure desired outcomes by using focus groups, brainstorming, and other data collection and analytical methodologies.
3. Analyzes problems regarding activities, identifies source of problems and solves the problem to ensure desired outcomes by initiating modifications or redirecting the problem to another team for resolution.
4. Provides program management with information for long-range organizational and systems restructuring and planning by conducting primary and secondary research on program financing, financial controls, program goals, and administrative interrelationships.
5. Establishes and facilitates ad hoc studies and/or implementation teams to assist with design and data collection; ensuring broad-based participation and implement recommendations.
6. Analyzes procedural, financial, and structural barriers to provide effective and efficient program delivery to recipients, including an analysis of the flow of service delivery and the interrelationship of program components.
7. Apprais es and evaluates the desirability and feasibility of fiscal and program restructuring; and develops or directs the development of recommendations to the senior management team.
8. Provides advice and guidance to project staff, suggest solutions and alternatives to problems unresolved by professional project staff, and evaluate the quality of project outcomes.
9. Conducts cost/benefits analysis, selects from among a variety of methods and techniques to plan and measure project activities within designated timeframes and desired outcomes.
10. Regular, reliable and punctual attendance is an essential function of the job.

Skills, Knowledge and Abilities Required to Perform Work:

Technical knowledge of the project's subject matter sufficient to operationalize complex project activities.
Thorough knowledge of project management principles sufficient to synthesize human and fiscal resources.
Knowledge of local, state, and federal laws and regulations relevant to the operational unit or functional program.
Knowledge of the principles and practices of public administration and management.
Ability to establish rapport, motivate employees, and create a mood of cooperation for effective problem solving and development of cost effective approaches.
Ability to manage unit/program activities.
Ability to establish and obtain operating goals and objectives for unit.
Ability to disseminate information through the preparation concise reports.
Ability to communicate effectively, both orally and in writing.
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.

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 and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

