

## **Assistant Project Coordinator**

### **POSITION SUMMARY:**

**Provide assistance in the coordination of assigned project activities including either public art programs or design and development activities and perform a variety of technical tasks in support of assigned area of responsibility.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive general supervision from higher level supervisory or management staff.

### **ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Provide assistance in the coordination of assigned project activities including either public art programs or design and development activities; participate in scheduling, monitoring and managing all aspects of assigned projects.
2. Coordinate art resources, plan budgets and monitor City procedures pertaining to public art program activities and related cultural projects.
3. Design and draft various irrigation, landscape or construction plans for new or existing parks and medians.
4. Review consultant project plans; prepare cost estimates and perform in depth research for assigned projects; prepare project budgets and time lines.
5. Monitor program performance; recommend and implement modifications to systems and procedures.
6. Conduct technical and public meetings; hold meetings with other agencies and departments as needed.
7. Prepare various reports on the status of projects and programs; prepare databases and spreadsheets necessary for management reporting.

### **SUPPLEMENTAL FUNCTIONS:**

1. Serve as liaison for assigned project area with other City departments.
2. Perform related duties and responsibilities as required.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

***Related education and experience may be interchangeable on a year for year basis.***

Associate's degree from an accredited college or university with major course work in design and drafting, architecture, engineering, landscape architecture or a related field, plus three (3) years project implementation experience.

### **ADDITIONAL REQUIREMENTS:**

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).

### **PREFERRED KNOWLEDGE:**

- Basic operations, services and activities of capital implementation programs
- Methods and techniques of landscape or construction design
- Basic procedures, methods and techniques of budget preparation and control
- Principles of business letter writing and basic report preparation
- Modern office equipment including computers
- Pertinent Federal, State, and local laws, codes and safety regulations

### **PREFERRED SKILLS AND ABILITY:**

- Coordinate assigned projects and programs
- Design and draft various irrigation, landscape or construction plans
- Coordinate art resources pertaining to public art program activities
- Allocate limited resources in a cost effective manner

- Read and interpret construction documents
- Prepare and present clear and concise technical reports
- Research diverse technical material and summarize data
- Conduct public and technical meetings
- Operate office equipment including computers and supporting word processing and spreadsheet applications
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work including the general public

**WORKING CONDITIONS:**

**Environmental:**

Office and field environment; travel from site to site; exposure to computer screens.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.