CITY OF HUNTINGTON BEACH CLASS SPECIFICATION	

TITLE: INFORMATION TECHNOLOGY PROJECT COORDINATOR

PERSONNEL COMMISSION APPROVAL:	
JOB CODE:	0634
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

Under general direction, plans, coordinates, facilitates and assists with implementation assigned projects and initiatives within the Information Services Division of the Administrative Services Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Information Technology Manager or as assigned by department director

DISTINGUISHING CHARACTERISTICS

The Information Technology Project Coordinator is responsible for the coordination of a variety of information technology projects which further City-wide information systems goals and objectives. It differs from the Information Technology Manager and Information Technology Supervisor classifications in that the Information Technology Coordinator does not directly supervise staff, but acts as a project lead for multiple projects. The Information Technology Manager and Supervisor classifications manage staff in work group(s), and manager classifications are responsible for the short and long-term strategic planning for technology functions for the City.

EXAMPLES OF ESSENTIAL DUTIES:

- Coordinates project task planning and communications by working with Information Technology staff and other project stakeholders to manage, coordinate, plan and develop technology-related projects.
- Assists with defining project objectives and risks related to proposed projects pertaining to costs, schedules, technical, architectural, engineering, feasibility and quality perspectives.
- Works effectively with project team members to establish goals, work content, and schedules, preparing planning documents and tools, researching administrative issues and processes to facilitate team activities, identifying technical resources and seeking assistance or information as needed
- Assesses need for external resources, develops budgets, obtains stakeholder input and other information, facilitate project funding
- Drafts and recommends procedures, project evaluation processes and tools, identifying success

measurement standards for each project phase

- Coordinates information sharing between stakeholders, serving as a liaison for both internal and external communications, and communicating project team results to the Senior/Information Technology Manager and others as assigned
- Tracks and reports information by maintaining project action item lists, design issue lists, due dates, and other project milestone information
- Monitors and updates project status and schedules, maintaining and tracking project budget information, entering updating, and retrieving information from a variety of software applications
- Retrieves historical data from computer systems, reviewing, revising and maintaining project data, reports, and correspondence files, and providing document management and version control
- Administers contracts by participating in the evaluation and selection of project control consultants, coordinating contract evaluations and selection processes, coordinating activities between project teams and outside consultants and vendors, and monitoring and tracking contractor and vendor activities for timeliness and contract compliance
- Performs product and technology research related to ongoing or pending projects
- Meets and consults with customers and vendors regarding service delivery needs; oversees and participates in the design, development, delivery and/or implementation of IT products to meet those needs
- Manages project tasks that vary in size and scope, and require varying levels of staff and resource support. Prepares reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions
- Attends leadership and information technology training to stay abreast of industry best practices
- Assists with development of processes to ensure business continuity in the event of a disaster
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:
- Principles, practices and techniques of project management, including organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks, and delegating assignments to project staff
- Project lifecycle stages including conceptualization, planning, execution and termination
- Business administration and finance as they pertain to technology projects
- Basic information system technologies pertaining to network administration, software development, and system implementation

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- Methods and techniques of tracking, recording, and presenting information
- General methods of effective communication
- Administration of contractual agreements
- Research techniques and modalities
- Advanced knowledge of Microsoft PowerPoint or other presentation software tools
- Advanced knowledge of Microsoft Word and Excel for communication and modeling
- Project management tools
- Principles and practices of customer service
- Principles and practices of information technology documentation and record keeping
- Modern office procedures, methods and equipment.

Ability to:
- Explain project management principles and methods to others
- Develop and recommend project management controls for assigned projects
- Coordinate project activities between all stakeholders as well as with external contractors and vendors
- Communicate with project stakeholders in an appropriate and effective manner, with courtesy, diplomacy, and tact
- Effectively present information and respond to questions from groups, managers, customers, and others
- Proficiently use presentation tools such as PowerPoint
- Effectively present to project stakeholders
- Write reports, correspondence, and other documents
- Facilitate resolutions to conflicts and disagreements
- Learn City and departmental operating policies and procedures
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations
- Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently
- Establish and maintain effective working relationships with those encountered during the course of the work

Education: Bachelor's degree from an accredited college or university in Business, Management Information Systems, Computer Science, or other related field.

Experience: Three (3) years' experience in a complex information technology systems environment OR three (3) years' experience in project coordination/management, with information technology familiarity.

License/Certificates: Possession of a valid class "C" California driver license with an acceptable driving record required time of appointment and throughout employment.

Project Management Professional certification is desirable.

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SPECIAL CONDITIONS

Employees must be able to respond to emergency services call out.

Employees must pass a comprehensive public safety background investigation conducted by the Police Department.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Drafted August, 2022