

JOB DESCRIPTION TEMPLATE

Career Ladder:	Project Management
Business Title:	Project Coordinator
Department:	
Department Code:	
Level:	

Job Summary:

The Project Coordinator provides assistance with project management activities including gathering information from users and a variety of other sources and contributing to the entire project lifecycle.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Gathers information from users and a variety of other sources, refines project requirements, and develops small modules of larger project plans with support of senior members of the team.
- Assists in the preparation of budget estimates and staffing requirements for project plan,
- Compiles information for the development of schedules and timelines.
- Assists with the allocation of resources to projects according to project plans and resource availability.
- Provides orientation and work direction to project team members as assigned by Project Manager.
- Maintains project documentation including logs and schedules and notifies Project Managers of variances from project plan.
- May coordinate some activities as directed by Project Manager.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

March 24, 2011

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<u>Collaboration (Basic – B):</u> Takes initiative to actively participate in team interactions. Without waiting to be asked, constructively expresses own point of view or concerns, even when it may be unpopular. Ensures that the limited time available for collaboration adds significant customer value and business results.
<u>Communicating for Results (Basic – B):</u> Converses with, and writes to, peers in ways that support transactional and administrative activities. Seeks and shares information and opinions. Explains the immediate context of the situation, asks questions with follow-ups, and solicits advice prior to taking action.
<u>Problem Solving (Being Developed – BD):</u> Asks questions and looks for data that helps to identify and differentiate the symptoms and root causes of every day, defined problems. Suggests remedies that meet the needs of the situation and those directly affected. Resolves problems and escalates issues appropriately.
Role Based Competencies:
<u>Accountability (Basic – B):</u>

Checks assumptions about mutual expectations and clarifies standards of overall performance. Checks the scope of responsibilities of self and others. Monitors day-to-day performance and takes corrective action when needed to ensure desired performance is achieved.

Analytical Thinking (Basic – B):

Collates and reports information. Identifies trends and exceptions. Investigates to define problems more accurately. Sorts information in order of importance. Identifies relationships and linkages between components. Identifies variable potential causes and effects. Solicits guidance to define criteria and assign values of importance and urgency. Escalates issues of an exceptional nature.

Business Enterprise Knowledge (Being Developed – BD):

Inquires about the relationship of technology to the business as it pertains to assigned area of responsibility and related projects. Seeks out relevant information from available sources including supervisors, peers, clients, intranet/Internet, and documentation.