



SENIOR PROJECT COORDINATOR

AGENCY/DEPARTMENT:
Housing/Housing

Approved By HR Director: *Andrea Matthes*
Date Approved: *6/20/06*
Date of Last Revision:

Reports to: Housing Manager
Supervises: Project Coordinator

JOB SUMMARY: Under administrative direction, manages, coordinates and monitors the City's Quiet Home Program projects involving voluntary residential sound insulation and land acquisition in designated noise-impacted neighborhoods near Ontario International Airport; supervises program staff and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is responsible for managing and administering the projects and staff activities of the Quiet Home Program. It is distinguished from the Housing Manager by the latter's responsibility for overall program administration. It is distinguished from the Project Coordinator class which serves in an assisting capacity to the Senior Project Coordinator.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
2. Assists in the design, development, and implementation of the Federal Aviation Administration (FAA) and airport grant programs, plans, proposals, and grant applications.
3. Manages and monitors Quiet Home projects from conception to completion.
4. Assists in grant writing and application, including data collection as required by funding agencies.
5. Monitors grant funds for reporting purposes; prepares grant close-out reports quarterly financial status reports and other grant reports.
6. Monitors program expenditures and activities to ensure compliance with grant guidelines and program budgets.
7. Meets with representatives of funding sources.
8. Coordinates special meetings, events, and workshops for the City and community organizations concerning Federal grants and other grant funding programs; presents program information to individuals or groups in a persuasive manner.
9. Gathers and analyzes information for the preparation of reports and development of recommendations.
10. Establishes project budgets.
11. Ensures all program activities field conditions are in compliance with grant guidelines.
12. Procures consultants and construction contractors; prepares and manages administer contracts.
13. Negotiates with contractors to develop solutions encountered during construction.
14. Coordinates land acquisition projects; oversees and coordinates consultant services including appraisal, acquisition, environmental requirements, and home owner relocation.

15. Assists staff in conducting necessary actions to consolidate acquired properties and to conduct resale.
16. Coordinates property maintenance activities to be performed by other City staff and/or contracted service providers.
17. Prepares and reviews City Council staff reports.
18. Prepares communications; drafts correspondence.
19. Meets with other City departments, agencies, and committees, community groups and public officials to coordinate and implement projects and programs.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Equivalent to a bachelor's degree or equivalent from an accredited college or university in urban planning, geography, public administration, or closely related field.

EXPERIENCE: Three years of progressively responsible experience in governmental grants administration, and/or contract administration preferably related to housing programs.

KNOWLEDGE OF:

- Principles and practices of grant program development, evaluation, and implementation.
- Applicable federal, state, and local laws, codes, and regulations.
- Grant writing and research methodologies.
- Real estate procedures, including appraisal, escrow, title review, and land acquisition.
- Preparation of specifications, contracts, and budgets.
- Research techniques, methods, and procedures.
- Methods and techniques of public and/or community relations.

ABILITY TO:

- Interpret, explain, and comply with applicable laws, rules, and policies.
- Plan, organize, schedule and implement projects in accordance with deadlines.
- Research and compile technical data.
- Make decisions and exercise resourcefulness in addressing problems.
- Establish partnerships with contractors and consultants; manage contracts and service agreements.
- Analyze, monitor, and control budget expenditures
- Select, supervise, train, coordinate and evaluate the work of staff.
- Represent the City effectively in public meetings and with outside agencies.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Work experience in planning, redevelopment, and/or real estate.
- Bilingual in Spanish.
- Working knowledge of Airport Improvement Program grant requirements.
- Knowledge of CEQA and the California Subdivision Map Act.

FLSA Exemption Status: Exempt

Employee Unit: # 3, Management

DOT Program Participant: No

Job Family: Project Management

Class Progression: Project Coordinator
Senior Project Coordinator
Project Manager
Senior Project Manager