

**Alaska Court System
Class Specification**

PROJECT COORDINATOR I

Range: 16

EEO4: 2

SOC: 13-1199

Class Code: C3020

Definition:

Under general direction, Project Coordinators I are responsible for the administration, management, monitoring, and evaluation of a court system project for a defined target population or region.

Distinguishing Characteristics:

Project Coordinators are professional positions responsible for the management and coordination of a court system project serving a defined target population or region.

A Project Coordinator I is responsible for a project of limited scope serving a small population.

A Project Coordinator I is distinguished from a Project Coordinator II in that a Project Coordinator II is responsible for either a project serving two or more distinct populations, OR a project serving on average at least 80 participants per month.

Complexity of Tasks: Project Coordinators perform difficult work of a professional and highly involved nature that presents new or changing operational problems, which are not easily evaluated or resolved.

Independent Judgment: Project Coordinators frequently exercise a high degree of independent judgment in developing solutions to operational issues.

Supervision Received: Project Coordinators work under the general direction of a higher-level professional employee.

Supervision Exercised: Project Coordinators may exercise direct administrative supervisory responsibility or may coordinate the work of volunteers, interns, contractors, project teams, and committees designated to assist in the project on a regular or temporary basis.

Examples of Duties:

Participate in the implementation and supervision of daily and long term administrative and service operations related to the project.

Collect, compile, and evaluate data for process and outcome reviews according to program policy and objectives.

Contact representatives of local, state, or federal government agencies, private, and other organizations to research and identify problems, analyze needs, solicit community support, and

coordinate the delivery of services.

Prepare reports, training materials, correspondence, and other written material.

Develop and update policy and procedure manuals and forms for the assigned project.

Represent the project at agency, organizational, or advisory committees. Establish and maintain a public information program relative to the project. Speak before interested agencies and groups to disseminate information about the project.

Participate in the development of grant applications and budgets.

Identify, research, and analyze problems and issues associated with the assigned project. Develop methods to isolate, evaluate, and rank needs and assess the options. Recommend methods and procedures to analyze and measure costs, benefits, and outcomes.

Oversee and evaluate project staff, volunteers, and contractors to ensure quality and consistency.

Knowledge, Skills, Abilities:

A Project Coordinator I requires knowledge of:

- the principles, practices, and techniques of project management;
- the principles of therapeutic justice;
- the social, cultural, gender, and economic needs and problems of the target population;
- clinical issues such as substance abuse, mental illness, co-occurring disorders, trauma, and family systems;
- the dynamics of individual and group interaction;
- Alaska trial court structure, rules, and procedures;
- federal, state, and local government functions, organizations, and structures; and
- research methods and sources.

A Project Coordinator I requires the ability to:

- comprehend complex written material;
- interpret and apply rules, regulations, and instructions;
- develop written reports and grant applications that meet diverse agency requirements;
- conduct research, gather and analyze data, and draw valid conclusions;
- reason logically and accurately;
- evaluate suggestions and priorities;
- analyze problems and make appropriate recommendations;
- establish and maintain cooperative working relationships with those contacted in the course of the project;
- review and prepare comprehensive reports;
- communicate effectively orally and in writing; and
- work effectively within a team context.

Minimum Qualifications:

A bachelor's degree from an accredited college AND two years of professional or administrative experience in mental health, community development, research, the behavioral sciences, the social sciences, public administration, or a closely related field.

OR

Six years of professional or administrative experience in mental health, community development, research, the behavioral sciences, the social sciences, public administration, or a closely related field.

OR

Any combination totaling six years of education from an accredited college AND professional or administrative experience in mental health, community development, research, the behavioral sciences, the social sciences, public administration, or a closely related field.

11/00 – Original C0224

09/05 – Revised

11/08 – WPA, Series Developed, C3020

12/10 – WPA spec revision; review and correct crosswalk codes

02/14 – Remove MQQ's