



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Project Coordinator - Senior		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Dean of assigned area or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of an assigned dean, provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding assigned large-scale and complex projects. Implement project policies and guidelines; provide for project reporting and accountability; provide work direction, supervision of staff and guidance to other project personnel; establish and monitor project budgets. The Senior Project Coordinator provides overall direction to an assigned project with overall accountability for project coordination and reporting. The Senior Project Coordinator oversees large, complex projects with major financial accountability while working independently. Senior Project Coordinators are more involved in project planning and coordination involving two or more major projects.

**TYPICAL DUTIES**

*Essential Functions:*

- Hires, supervises, assists and evaluates the work of staff.
- Organizes, coordinates, directs, and supervises the activities and operations of the assigned project.
- Provides overall direction and guidance to the day-to-day operations, problem solving and decision making regarding a large and complex assigned project; implements project policies and directives according to District, federal or State guidelines.
- Prepares funds applications, prepares grant requests, and serves as the primary contact for large projects or multi-projects.
- Plans, coordinates and prepares a variety of materials used in project literature, marketing, catalogs and brochures.
- Provides work direction and guidance to others assigned to the project; assigns work to other classified personnel, students, volunteers and others; provides input to

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performance evaluations.

- Conducts regular meetings to communicate, review and revise project guidelines.
- Develops, recommends and implements project plans and objectives; coordinates delivery of services to project participants; assures participation guidelines are followed.
- Assures project expenditures are within allocated budgets; monitors budgets; proposes budget changes and participates in project budget applications as necessary.
- Establishes appropriate linkages to special populations or community groups served; promotes project through participation in advocacy groups, associations and other local, regional or national organizations.
- Provides regular reports to management and federal/State agencies as requested; participates on project reviews; assures project compliance with federal or State project guidelines.
- Serves as liaison between project personnel, participants, clients, administrators, faculty and students; provides information, project requirements and other pertinent information.
- Develops, coordinates, promotes and oversees a broad range of projects.
- Develops workshop materials, promotional materials and other project documentation.
- Operates a computer and other office equipment as assigned.
- Assists in curriculum planning and development; provides input to faculty and staff regarding project offerings.
- Serves as project administrator in the absence of project supervisors.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

*Knowledge of:*

- Planning and coordinating the day-to-day activities of assigned project.
- Policies, objectives and goals of assigned project.
- Development and presentation of projects and workshops.
- Applicable laws, codes, regulations, policies and procedures related to assigned project.
- Budget monitoring and control.
- Grant coordination and monitoring.
- Oral and written communication skills.
- Principles of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Word processing, graphics and desktop publishing.

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*Ability to:*

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding a large-scale and complex project.
- Hire and supervise project personnel.
- Coordinate several projects simultaneously.
- Implement project policies and guidelines.
- Provide for project reporting and accountability.
- Prepare comprehensive project reports and reviews.
- Provide work direction and guidance to project personnel.
- Establish and monitor project budgets.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Make public speaking presentations.
- Budget management.

**QUALIFICATIONS***Education/Experience:*

Combination of experience and education that would likely provide the required knowledge and abilities:

- Bachelor's degree in a related field or equivalent education required.
- Three (3) years related work experience.
- Experience supervising, directing, and evaluating the work of subordinates.
- Sensitivity toward the diverse student population served.

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**APPROVALS**

Date Created/Revised: 04-10-13/07-07-15 (template updated)

Cabinet Reviewed: 07-07-15

Board Approved: 04-10-13

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)