

COMPUTER PROJECT COORDINATOR

Code No.: 3-18-173
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning and directing systems analysis, systems design, and implementation projects. Such projects involve modification of existing information technology application systems, and may involve basic changes in information technology processing resources, methods, and techniques. Duties involve overseeing the work of project teams composed of analysts, programmers, programmer analysts, or other technical staff. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and documents project plans and schedules and variances, including requirements, tasks, work assignments and resources;

Manages all phases and tasks of a project;

Selects and supervises staff of project teams;

Communicates roles and responsibilities to the project team;

Provides technical guidance, assistance, and training to project staff and users;

Formulates project objectives and systems development requirements;

Documents budget and plan variances;

Reports project progress, problems and output to management and users;

Coordinates project progress with other work of the department;

Performs duties of the supervisor in her/his absence.

Acts as liaison for project staff and user owners to relay appropriate project information;

Obtains signed agreements from user owners and management that the system conforms to all agreed-to criteria.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and techniques used in systems analysis and design; ability to modify or develop new information technology application systems; ability to coordinate projects with other work of the department; ability to develop request for proposals; ability to assist in the budget preparation in relation to the project assigned; ability to supervise project teams; ability to prepare project plans and schedules; ability to establish effective working relationships with others; management ability; organizational ability; decision making ability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an information technology field, plus two (2) years paid full-time or its part-time equivalent experience in computer programming, computer design, systems development, or information technology project management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Eight (8) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

- ADOPTED:** July 17, 1980
- REVISED:** September 3, 1981
- REVISED:** March 7, 1996
- REVISED:** February 3, 2000
- REVISED:** September 4, 2003
- REVISED:** October 16, 2003
- REVISED:** June 5, 2008
- REVISED:** January 3, 2019