



## PROJECT COORDINATOR

AGENCY/DEPARTMENT:  
Housing/Housing

Approved By HR Director: *[Signature]*

Date Approved: 6/24/04

Date of Last Revision:

Reports to: Project Manager

Supervises: N/A

Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general direction, coordinates and monitors all phases of the City's grant funded projects and programs; acts as a liaison to applicable public and private agencies, committees and the City Council; provides technical guidance to clerical and other personnel; assists in the planning, organizing and monitoring of each programs fiscal and administrative requirements; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Performs professional level work involving the coordination, implementation and monitoring of the City's Federal grants programs and projects including Community Development Block Grants (CDBG) Home Investment Partnership Programs, Emergency Shelter Grant (ESG) and financial tools, including the Integrated Disbursement and Information Systems (IDIS) when assigned to CDBG program.
2. Performs professional level work involving the coordination, implementation and monitoring of the City's Federal grants programs and projects including Federal Aviation Administration grant (FAA) and Los Angeles World Airport (LAWA) grant when assigned to Part 150 program.
3. Coordinates with local nonprofit agencies, community outreach groups and various City departments regarding ongoing Housing programs such as CARES exterior beautification program and components of Part 150 Airport Noise insulation and land acquisition.
4. Provides general support to project management staff on housing development projects including, but not limited to, entitlement processing; gathers onsite and offsite information on development sites; and assess development fees.
5. Prepares applications for all funding sources and creates necessary reports.
6. Performs administrative studies including research, analysis and recommendations as assigned.
7. Assists in coordinating department administrative functions with other City departments.
8. Assists in the development and execution of contracts between the City, other agencies and organizations that are allocated grant funding.
9. Monitors funding contracts for satisfactory performance and compliance of use of funds.

### 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 in public or business administration, municipal planning or related field

**EXPERIENCE:** One year administrative level work involving grant funded programs, including research studies and operational analysis.

**KNOWLEDGE OF:**

- Applicable federal, state and local laws, codes and regulations.
- Municipal budgeting process.
- Applicable Housing and Redevelopment laws and regulations.

**ABILITY TO:**

- Plan, organize and implement projects with minimal supervision and direction.
- Conduct independent research.
- Interpret and apply applicable policies, procedures, laws and regulations.
- Make oral presentations before large groups.
- Coordinate multiple project under limited timelines.
- Establish and maintain cooperative working relationships.
- Utilize various software, including Corel Draw, ArcView and Project.
- Demonstrate flexibility and respond to changing requirements and job assignments; exercise sound judgment and make decisions with confidence.
- Work in various versions of MS Windows proficiently using MS Word, Excel, Outlook and Explorer.
- Communicate effectively both orally and in writing.

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**LICENSES:**

- Valid Class C CA drivers license.
- Acceptable driving record at time of appointment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Bilingual in Spanish is highly desirable.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** San Bernardino Public Employees Association

**DOT Program Participant:** No

**Job Family:** Project Management

**Career Progression:** Project Coordinator  
Senior Project Coordinator  
Project Manager  
Senior Project Manager