

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PROJECT COORDINATOR

**TITLE #:** 1488

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the coordination of activities of the Building Inspector and Planning and Zoning Boards and includes contact with the public and professionals such as engineers, developers and attorneys. Responsibilities include the performance of difficult clerical and accounting duties, involving the exercise of independent judgment and a working knowledge of specific laws, regulations, procedures and policies. Work also includes responsibility for the maintenance of Highway Department records. Works under indirect supervision and supervises assigned subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares agenda and coordinates meetings of the Planning Board Technical Advisory Committee;

Assists applicants to assure submission of properly completed forms, plans, and Environmental Impact Statements for review by the Technical Advisory Committee of the Planning Board;

Coordinates and schedules appointments for Building Inspector;

Collects fees and maintains bookkeeping records;

Processes checks, vouchers, and bills;

Maintains personnel and payroll records;

Responds to questions and complaints from the public;

Schedules and coordinates Planning Board meetings;

Maintains inventory control and equipment maintenance records for Highway Department;

Prepares equipment bid specifications for Highway Department;

Compiles statistics and prepares reports as required;

Instructs, assigns and reviews work of subordinate personnel;

Prepares correspondence using computer applications such as word processing, spreadsheets, calendar, and e-mail.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office procedures, terminology, and equipment; good computer skills including knowledge of word processing and spreadsheets; good accounting skills and knowledge of business arithmetic and accounting procedures; working knowledge of laws and codes pertaining to building and zoning; ability to prepare letters and reports; ability to work independently; ability to understand and carry out oral and written directions; ability to get along with others as well as establishing and maintaining cooperation and understanding among various parties; accuracy; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of office management, administrative support, or secretarial experience which shall involved the supervision of others.
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (A) above; or
- (C) An equivalent combination training and experience as defined by the limits of (A) and (B) above.

**REVISED:** 10/11/06 dmc