

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105655
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005499	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Project Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005545 Project Manager 2	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Serves as Project Coordinator & State Architect's Office (SAO) point of contact for all parties involved in capital construction projects: prepares A/E, CM & Contractor contract documents & amendments; processes contract documents (e.g., receives, reviews, verifies required information & enters data); completes entries to certain project forms & ensures all forms are accurately completed; facilitates approvals for contracts; processes project schedules (e.g., receives, reviews, verifies required information & enters data); prepares Controlling Board criteria for funding releases; processes electronic Controlling Board requests (e.g., distributes contract information to owner, verifies data submitted for funding is accurate, verifies purchase order is dispatched upon Controlling Board approval); responds to inquiries from contractors, A/Es, construction managers, owners & interested parties; provides direction in completing required forms & documents; processes construction schedule of values, subcontractor & material supplier declarations & superintendent's resumes (e.g., receives, reviews, verifies required information & enters data); processes invoices & change orders (e.g., receives, reviews, verifies required information & enters data), & maintains budgetary control relative to impact of change orders (e.g., increase/decrease in amount specified in contract or purchase order); prepares requests to project owners for retainage escrow funds & issues authorization to escrow agent to release all monies at contract completion; processes liability insurance certificate updates; compiles, organizes & maintains various documents for projects; handles problems/issues arising during project life cycle & follows up on issues & concerns.	Knowledge of (1) accounting; fiscal &/or budgetary management & control; (2) applicable state & federal laws, rules & regulations governing documents processed, reviewed &/or prepared*; (3) public relations & customer service techniques; (4) multi-phase, large-budget construction projects; (5) project coordination; (6) electronic forms & their relationship within Excel workbook; (7) public construction industry terms & related contract language. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook; (9) use of advance MS Word & Excel function (e.g., formulas, linking workbook, importing/exporting data, merging); (10) use of state accounting system*. Ability to (11) efficiently manage multiple tasks at same time; (12) organize time & materials to meet deadlines; (13) observe, track & manage many details; (14) apply principles to solve simple & complex problems; (15) gather, collate & classify information about data, people, or things; (16) define problems, collect data, establish facts & draw valid conclusions; (17) communicate effectively with project team, SAO staff & management (e.g., advise on how to complete electronic forms); (18) organize & maintain accurate records; (19) complete project work assignments accurately & in timely manner. *developed after employment

JOB CODE 66113	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			11/5/09

apd 11-18-09 al

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Researches information related to projects: prepares analysis of project information using MS Excel worksheet/workbooks & MS Word documents; prepares MS PowerPoint presentation & conducts informational presentations to vendors, owners & staff; attends meetings; performs other related duties as assigned (e.g., filing, drafts, & produces correspondence, participates in committees).	Knowledge of 1, 2*, 3, 4, 5, 6, 7, (20) procurement & contract award processes Skill in 8, 9, 10* Ability to 12, 13, 14, 15, 16, 17, 18, 19
15	Monitors & assists in all aspects of bid process to accomplish completion within scheduled deadlines: establishes bid date; prepares legal advertisements for publication in newspapers & on SAO website; notifies all involved parties (e.g., owner, A/Es, construction managers); attends pre-bid conference & assists in advising contractors about process & procedures; conducts public bid openings & prepares bid tabulations; assists construction team members in verifying submitted documents; verifies bidders bonds; prepares recommendation for award letters; prepares contracts & verifies contractors' documents; acts as project Prevailing Wage Coordinator.	Knowledge of 1, 2*, 3, 4, 5, 6, 7 Skill in 8, 9, 10* Ability to 12, 13, 14, 15, 16, 17, 18, 19 *developed after employment

April 11-18-09 cal

JOB CODE TITLE
Accountant/Examiner 3

 JOB CODE
66113

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/</i>	DATE 11/5/09
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