



## COMPUTER PROJECT COORDINATOR

**SALARY GRADE:** [C1-73](#)

### **DEFINITION:**

Under the direction of the an assigned supervisor, coordinate and support large scale projects as assigned; analyze user needs and develop solutions to best utilize the District's staff and computing resources; train and provide work direction to assigned personnel.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate and support large scale projects as assigned; train and provide work direction to assigned personnel in support of the project; establish timelines, costs and staffing needs for projects; determine system requirements.
2. Analyze user needs and develop solutions to best utilize the District's staff and computing resources; utilize State-of-the-art computer hardware and software tools; make recommendations regarding the purchase of hardware or software as needed.
3. Lead a team of programmers, support and system staff in designing the relational database, installing and testing system software and writing programs for users.
4. Coordinate staff, faculty and management to define needs, design interfaces and refine calculations; collaborate with management to develop reports to be utilized as a tool in the evaluation of programs.
5. Prepare and maintain a variety of State-required reports; update task lists and status reports as needed.
6. Enhance existing systems; support and maintain systems developed in-house as needed; catalog and schedule systems as necessary.
7. Coordinate help desk and desktop computing support as assigned.
8. Assist in developing and preparing the preliminary budget for the Department as assigned.
9. Attend meetings as assigned; maintain current knowledge of technological advances in the field.
10. Perform related duties as assigned.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

1. Multi-user operating systems, applications packages, hardware, peripherals, tools and languages utilized by the District.
2. Principles, methods and problems of operating various computer and peripheral equipment.
3. Research and analysis techniques as related to computer programming.
4. Principles of training and providing work direction.
5. Record-keeping techniques.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Technical aspects of field of specialty.

**Ability to:**

1. 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.
2. Coordinate and support large-scale projects as assigned.
3. Analyze user needs and develop solutions to best utilize the District's staff and computing resources.
4. Participate in writing or modifying programs to meet user needs.
5. Train and provide work direction to others.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Meet schedules and time lines.
10. Plan and organize work.
11. Work independently with little direction.

**Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in computer science or related field.
2. Five (5) years experience as a programmer analyst with involvement in user support services.

**WORKING CONDITIONS:****Environment:**

1. Office environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and peripheral equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

Date Approved: March 1, 1999

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