

**CLASS TITLE: Coordinator of Special Projects**

**CHARACTERISTICS OF THE CLASS:** Under direction, manages and directs the City's participation in joint ventures with private agencies and other governmental bodies; and performs related duties as required.

**ESSENTIAL DUTIES:** Formulates, develops and prepares written plans for neighborhood development, housing and social service projects; supervises and reviews the selection of participating agencies to ensure they meet preliminary qualifications; confers with contracting agencies to discuss and negotiate terms and conditions of contracts; monitors the flow of contract documents and purchasing forms to ensure their prompt and timely processing; coordinates and evaluates the work activities of various City departments and external agencies engaged jointly in projects; prepares written reports detailing the status and progress of projects.

Manages and administers special projects to ensure that participating agencies comply with terms and conditions of contracts; recommends changes to improve the effective and efficient performance of projects; responds to written and oral inquiries and comments regarding project operations.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by four years of progressively responsible administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of public and private community service organizations. Good knowledge of the organizational structure of the City administration. Some knowledge of the practices and procedures of contract administration.

Ability to plan, supervise and review the activities of subordinate personnel and external agencies. Ability to establish effective working relationships. Ability to prepare and interpret contracts.

Considerable skill in the application of contract administration procedures and methods. Considerable oral and written communication skills. Skill in preparing and analyzing reports.

Code: **0309**  
Administrative Service  
Clerical, Accounting and General Office Group  
General Administrative Series

CLASS TITLE: **Coordinator of Special Projects (Cont'd)**

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994  
City of Chicago  
Department of Personnel