

Project Coordinator – Information & Technology Services

Project Coordinator is responsible for establishing relationships with internal and external stakeholders and assisting with activities needed to define, develop, and deploy projects and programs related I&TS infrastructure.

Essential Duties and Responsibilities:

1. Serves as the central point of contact for I&TS infrastructure and application projects. Coordinates with internal and external stakeholders, tenants, third-party developers, utility providers, and contractors.
2. Plans and manages tasks and activities of project assigned staff, consultants, and/or contractors work relating to I&TS infrastructure and application projects; identifies areas of non-compliance; develops design options and recommendations for resolution .
3. Develops and presents multi-disciplinary reports and data; interprets and applies technical data to address challenges and make recommendations; recommends and implements processes, procedures, and practices for improved efficiency, effectiveness and enhanced levels of customer service.
4. Prepares Statements of Work (SOWs) and administers Requests for Proposals, Requests for Qualifications, consulting agreements, and other similar documents and processes; assists in the consultant selection processes; assists with negotiating agreements and consultant fees; communicates selection processes and obtains approvals; manages, monitors ; ensures contract requirements are satisfied; reviews and approves contractor payment requests and change orders; and oversees contract closeout.
5. Leads project teams and committees; identifies resources; facilitates project definition, goals and deliverables; defines project tasks and resource requirements; manages day-to-day operational aspects of projects and scope; reviews deliverables; ensures completion of projects on schedule and within budget; prepares reports and memoranda, and makes presentations to management.
6. Formulates and monitors project performance metrics; oversees project closeout activities; communicates project outcomes to management and staff.
7. Reviews and approves tenant requests dealing with I&TS upgrades and/or changes.

Knowledge of:

1. Competitive bidding laws and processes affecting public entities.
2. Principles, practices, methods and techniques of statistical and financial analysis and forecasting.
3. Principles, practices, methods, and techniques of public administration, including budgeting, contracting, purchasing and the maintenance of public records.
4. Practices and procedures of project and cost accounting, including methods of financial control and reporting.
5. Federal, State and local laws, regulations and court decisions applicable to areas of assigned responsibility.
6. Experience using project management tools such as MS Project or Smartsheet.

7. Knowledge and application of IT industry performance metrics and measurements.
8. Knowledge and application of waterfall and agile project management methods, terminology, information systems, programs and practices; research methods and analysis techniques.
9. Principles and practices of sound business communication.
10. Principles and practices of effective management and supervision.

Ability to:

1. Plan, organize, manage, and integrate complex activities involved in planning, technical, financial, and administrative support functions for IT infrastructure and application projects.
2. Research and analyze data, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Analyze, evaluate, and make sound recommendations on complex financial and project support data and issues.
4. Present proposals and recommendations clearly, logically, and persuasively in meetings.
5. Prepare clear, concise, and comprehensive technical and non-technical statements, correspondence, reports, studies and other written materials.
6. Exercise sound independent judgment within policy guidelines and management direction.
7. Exercise political acumen, tact and diplomacy in dealing with difficult, sensitive and confidential issues regarding multiple agendas and positions.
8. Establish and maintain effective working relationships with Authority executives and managers, private consulting and Authority staff, business and community representatives, and others encountered in the course of work.

Required Experience

Graduation from a four-year college or university with a degree in information technology, computer science, business administration or a closely related field; and minimum of 1-3 years of project coordination experience in a public agency, consulting organization focused on program, project or contract management or an equivalent combination of education and experience.

EEO Statement:

It is the policy of the San Diego County Regional Airport Authority to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, SDCRAA will provide reasonable accommodations for qualified individuals with disabilities.

Salary range: \$60,234 - \$90,352