



City of Lake Oswego, Oregon

Job Description

PROJECT SPECIALIST

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 115
Job Code: 1065

Summary

Under general supervision, performs a variety of project administrative duties in support of various departments' functions, goals, activities and events; carries out or assists in developing and implementing project operations, communications, plans, and budgets.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Plans, organizes, and conducts project activities and events, including carrying out logistical arrangements; provides appropriate and timely communication of project status.
2. Responds to citizen inquiries and serves as a technical resource; acts as liaison to internal and external contacts, and represents the City to the public as required.
3. Coordinates project activities with other City staff and/or outside agencies; develops project outreach and promotional activities; identifies resources to support project objectives and prepares proposals and funding applications.
4. Writes reports and evaluations; makes recommendations and maintains accurate and up-to-date records, including financial records.
5. Develops, produces, and distributes program materials for public information, community involvement and program activities and events; prepares reports, written correspondence, contractual agreements, and routine publicity, including press releases and public service announcements, flyers, and posters, etc.
6. Maintains accurate and up to date records and project data; develops and uses spreadsheets, data bases and other computer applications to manage project activities and track associated costs.
7. May oversee and direct the work of part-time, temporary or contract employees; provides instruction and feedback.
8. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- English grammar and composition.
- Community resources and organizations.

- Presentation techniques.
- Customer service programs and employee communication.
- Internet, databases and reference manuals.
- Personal computers and related software applications.
- Conflict resolution and consensus building techniques.
- Functions of local government.
- Personal computers and related software applications.

Skills and Abilities to:

- Write clear and concise reports, letters, and other written material.
- Communicate and interact with co-workers, supervisor, public officials, the media, and the general public, etc. with sufficient skill to exchange or convey information in a clear and concise manner.
- Establish and maintains courteous, professional and effective working relationships with employees, citizens, vendors and/or any other representatives of the community.
- Conduct sound research and prepare informative written and oral reports resulting from this research.
- Maintain confidentiality of private and sensitive information and documents.
- Prepare and implement work plans for special projects.
- Exercise good judgment in the performance of job duties, demonstrating tact and resourceful problem solving.
- Organize resources and establish priorities.
- Interpret local, state and federal laws and regulations.
- Publicize events and public hearings.
- Translate complex or technical materials into common forms.
- Promote positive public relations.
- Use personal computers and related software applications, including Microsoft Outlook, Word and Excel as well as graphics programs.
- Evaluate or summarize data.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through one year of related work experience and two years of college in a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.