

PROJECT COORDINATOR TO THE CIO

SUMMARY:

A highly organized individual and an excellent communicator whose primary responsibility is assisting with a range of projects that include research, planning, management, scheduling of timelines, deliverables and budget while also providing critical administrative support for certain aspects of IT. A high degree of adaptability is required to navigate the dynamic needs and activities of each department while also having the innate ability to operate confidentially and independently as certain responsibilities, including overall responsibility for projects may increase over time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Authority's CIO may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Administrative Support:

- Provide confidential administrative support to the CIO to include receiving and screening calls, scheduling, preparing confidential correspondence and handling special projects as assigned.
- Interacts with senior management internally & externally.
- Organizes and maintains a file system; filing correspondence and other records as needed.
- Facilitates scope management, schedules & budgets for assigned projects.
- Executes project work plans: revising as necessary to drive projects to completion.
- Coordinate and manage project resources.
- Manage, review and present deliverables.
- Conduct research, compile data and produce statistical reports.
- Develops a comprehensive knowledge and understanding of the mission and business activities of the MCCA to identify problems and their prevention.
- Works with senior staff to coordinate the services of outside contractors in IT when necessary.
- Identify areas for improvement and growth and present opportunities to the CIO.

Project Facilitation:

- In collaboration and coordination with the CIO assigned to specific department projects, as well as other designated MCCA Department and contractor project leads:
 - Facilitates scope management, schedules and budgets for all assigned projects
 - Executes project work plans; revise as necessary to drive projects to completion.
 - Coordinate and manage project resources and contract staffing.
 - Coordinate and facilitate project team meetings.
 - Manage and review deliverables; present deliverables and project updates to CIO.
 - Identify areas for project improvement and growth and present such opportunities to the CIO and/or their designee.
 - Conduct research, compile and type statistical reports.
 - Present data to internal and external groups of the MCCA on behalf of the IT department.

SUPERVISION RECEIVED:

Moderate supervision is provided by the CIO and includes training, inspecting, assigning work, coaching and evaluating performance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:

Bachelor's degree preferred with 2/3 years' experience supporting management. A highly organized professional, capable of handling complex situations and discreet handling in confidential information. Excellent verbal and written communication skills. Proficient with all Microsoft Products, particularly MS Word, Excel and PowerPoint, and willing to learn and use financial systems. Individual should be energetic and focused with a take-charge, get it done personality. Positive and collaborative working-style is a must, with a proven ability to multi-task, prioritize and meet deadlines. A high degree of flexibility.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Travel to other MCCA facilities may be required.

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work flexible schedule including late nights, early mornings, long days, weekends and holidays.

DRESS CODE: In order to project a professional image, and the level of dignity and decorum that is required when serving the public, appropriate dress and good grooming are expected of all employees.

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