

## PROGRAM COORDINATOR (CAPITAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for coordinating and evaluating multiple capital improvement projects through all stages of development including immediate and long range planning. Incumbent allocates capital resources in accordance with departmental procedures and in keeping with long term planning strategies. The incumbent acts as a liaison between the Capital Planning and Facilities Management Program of the Department of Public Works and public officials, consultants, engineers and other County departments on major capital projects. Additionally, the incumbent assists in the procurement of professional services for capital improvement projects and in the development of the capital budget and capital budget presentations. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Commissioner of Public Works in the formulation of practices and procedures for capital improvement projects, including automated reporting systems;

Directs, coordinates and participates with professional and non-professional employees in the planning, preparing and estimating of capital improvement projects;

Advises senior management verbally and in writing as to the progress in the planning and development of capital projects and makes recommendations for project improvements;

Coordinates with county departments such as Planning and Budget and other outside agencies involved with the capital improvement projects in planning and tracking of progress of capital projects;

Evaluates capital improvement project proposals from various County department and works with them to improve their submissions;

Serves as staff member to the County's Capital Projects Executive Committee;

Maintains liaison with other County agencies as they relate to capital improvement projects;

Develops and implements contracts for the professional services associated with capital improvement projects in accordance with County, State and Federal regulations by ensuring the best terms, most efficient development process, appropriate implementation and compliance to terms and conditions governing the projects;

Oversees the development and preparation of Request for Proposals (RFP'S) associated with capital improvement projects;

Ensures the appropriate and timely reporting of statistics, costs, inspections studies and other documentation as required;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Assists in the development of the annual capital budget presentation, including developing written and/or video presentation to explain capital projects to the Capital Projects Committee, the County Executive, Legislators, department heads, senior staff and other interested stakeholders;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of engineering for the purposes of monitoring adherence to capital projects' specifications; good knowledge of departmental objectives, policies, operations as they relate to capital projects; ability to establish effective working relationships with individuals from other County departments as well as municipal, state and Federal agencies and consultants and contractors; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; reliability; accuracy; resourcefulness; initiative; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree\* in Engineering and six years experience in engineering or construction administration, two of which must have involved the oversight and coordination of consultants and/or contractors working on complex public sector capital improvement projects; or (b) a Bachelor's Degree\* and eight years of experience as stated in (a) including the two years of the specialized experience.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree\* in Engineering may be substituted on a year for year basis for up to two years of the above stated general experience. There is no substitution for the two years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

DEFINITION: Complex public sector capital improvement projects are defined as those which must have involved the coordination of two or more of the following trades: plumbing, electricity, carpentry, masonry, welding or HVAC.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.