

Alaska Court System Class Specification

PROJECT COORDINATOR 3

Range: 19

EEO4: 2

SOC: 13-1082

Class Code: C3024

Definition:

Under general direction, Project Coordinators 3 are responsible for the administration, management, monitoring, and evaluation of a court system project consistently serving either a large number of clients or multiple target populations.

Distinguishing Characteristics:

Project Coordinators are professional positions responsible for the management and coordination of a court system project serving a defined target population or region.

A Project Coordinator 3 is the advanced level of the Project Coordinator series. Incumbents are responsible for either a project serving two or more distinct populations, OR a project serving on average at least 50 participants per month. They require a high level of understanding of the target populations as well as the ability to onboard and train new Project Coordinators.

A Project Coordinator 3 is distinguished from a Project Coordinator 2 in that a Project Coordinator 2 may not have the experience, knowledge, or ability to perform the advanced level job duties assigned in the journey level of the series.

Positions in this job class series may be flexibly-staffed if their designated position meets the criteria for the higher level in the series. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Complexity of Tasks: Project Coordinators perform difficult work of a professional and highly involved nature that presents new or changing operational problems, which are not easily evaluated or resolved.

Independent Judgment: Project Coordinators frequently exercise a high degree of independent judgment in developing solutions to operational issues.

Supervision Received: A Project Coordinator 3 works under the general direction of the Therapeutic Courts Program Coordinator. A Project Coordinator 3 is primarily distinguished from the Project Coordinator 1 and 2 by the training and closer supervision provided to positions at the lower level classification. The Therapeutic Courts Program Coordinator provides minimal supervision at this level. Supervision is specific in terms of goals or projects assigned, but general in allowing incumbents to develop procedures or means for obtaining the goals.

Supervision and evaluation are based on the overall production and efficiency of work performed.

Supervision Exercised: A Project Coordinator 3 may exercise direct administrative supervisory responsibility or may coordinate the work of volunteers, interns, contractors, project teams, and committees designated to assist in the project on a regular or temporary basis.

Examples of Duties:

Participate in the implementation and supervision of daily and long-term administrative and service operations related to the project.

Meet with the judges and other team members to ensure the smooth operation of court processes; provide all administrative support to judges as requested.

Collect, compile, and evaluate data for process and outcome reviews according to program policy and objectives.

Contact representatives of local, state, or federal government agencies, private, and other organizations to research and identify problems, analyze needs, solicit community support, and coordinate the delivery of services.

Prepare reports, training materials, correspondence, and other written material.

Develop informational materials for public distribution.

Develop and update policy and procedure manuals and forms for the assigned project.

Represent the project at agency, organizational, or advisory committees. Establish and maintain a public information program relative to the project. Speak before interested agencies and groups to disseminate information about the project.

Participate in the development of grant applications and budgets.

Identify, research, and analyze problems and issues associated with the assigned project. Develop methods to isolate, evaluate, and rank needs and assess the options. Recommend methods and procedures to analyze and measure costs, benefits, and outcomes.

Supervise, oversee and evaluate project staff, volunteers, and contractors to ensure quality and consistency.

Orient and train new Project Coordinators to ensure they understand how to meet the objectives of the program for their target population.

Provide training to attorneys and treatment providers on new program procedures.

Initiate outreach with organizations or agencies that may form a partnership with the therapeutic courts.

Provide outside organizations and agencies with a thorough review of the benefits of the program in such a way that it achieves the objective of creating or strengthening that partnership.

Enhance knowledge of the target population and operations of the therapeutic court to create credibility with stakeholders.

Identify trends and gaps in coverage or services and initiate necessary outreach to ensure services are available for the target populations.

Develop familiarity with grants and procurement guidelines to ensure that funding sources are available if new program objectives need to be met.

Create new policies or modify existing policies when laws that impact the program are changed.

Identify grants or other sources of funding to enhance program development that can provide additional services to the target population.

Knowledge, Skills, Abilities:

A Project Coordinator 3 requires knowledge of:

- the principles, practices, and techniques of project management;
- the principles of therapeutic justice;
- the social, cultural, gender, and economic needs and problems of the target population(s);
- clinical issues such as substance abuse, mental illness, co-occurring disorders, trauma, and family systems;
- the dynamics of individual and group interaction;
- Alaska trial court structure, rules, and procedures;
- federal, state, and local government functions, organizations, and structures;
- applicable Alaska laws and regulations;
- research methods and sources; and
- program planning and budgeting.

A Project Coordinator 3 requires the ability to:

- function with a high degree of independence and initiative;
- independently manage, organize, and prioritize a high volume of report and work requests;
- comprehend complex written material;
- interpret and apply rules, regulations, and instructions;
- develop written reports and grant applications that meet diverse agency requirements;
- conduct research, gather and analyze data, and draw valid conclusions;
- reason logically and accurately;
- evaluate suggestions and priorities;
- analyze problems and make appropriate recommendations;
- establish and maintain cooperative working relationships with those contacted in the course of the project;
- review and prepare comprehensive reports;

- compile budget estimates;
- onboard new Project Coordinators;
- communicate effectively orally and in writing; and
- work effectively within a team context.

Minimum Qualifications:

Five years of experience as a Project Coordinator 2 with the Alaska Court System

AND

Successful completion of the training and development plan at that level.

06/22 – Original