

## **ASSISTANT MUNICIPAL PROJECTS COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for and performance of coordinating projects relating to upgrading computer systems, financial reports and insurance and banking. This position is an administrative position with limited clerical duties. Work is performed under general supervision of the municipality administrator with wide leeway to perform the functions of the position.

### TYPICAL WORK ACTIVITIES:

Coordinates activities relating to upgrading of computer systems;

Assist municipality employees on the new and existing computer systems;

Creates and analyzes computer generated reports;

May be the lead person on certain insurance and banking transaction/meetings etc.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of existing computer systems and software, including databases and spreadsheets; ability to analyze and solve complex problems; ability to develop effective working relationships; ability to plan and coordinate various activities between the municipality and outside vendors; ability to express oneself clearly both verbally and in writing; ability to prepare written summaries and reports; and ability to evaluate technology trends.

### MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Sciences, Business Administration, Public Administration; Banking/Finance or a related field; or

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- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Computer Sciences, Business Administration, Public Administration; Banking/Finance or a related field and two years' experience supporting or operating PC or Mainframe hardware and software and analyzing reports generated in a small to medium enterprise environment; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years' experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (B) and (C) above.
- (E) **NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 03/21/03

Jurisdictional Class: competitive

Public Hearing: n/a

N.Y.S. Civil Service Commission Approval: n/a

Revised in Classplan: 11/10/2022

Revised and Replaced in Classplan: 10/18/2024 (Edu)