

# Middle Rio Grande Conservancy District

## Position Classification and Description



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**POSITION TITLE:** Strategic Project and Planning Coordinator  
**FLSA:** Exempt  
**GRADE:** 75 (Min: \$40,480 Midpt: \$55,442)  
**SUPERVISOR:** Assistant Albuquerque Division Manager  
**DEPARTMENT:** Albuquerque Division

### **Position Summary:**

Under general direction, plans, coordinates and administers the administrative operations of the work management, labor tracking and equipment tracking systems. In addition, assists with developing and implementing operational procedures and staff training and development opportunities. May supervise and coordinates activities of assigned staff.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties and Responsibilities:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Identifies and participates in the evaluation of strategic opportunities pertinent to the overall objectives of the District.
- Interacts with management within the District and, when appropriate, with other government and private entities to develop and promote strategic programs.
- Coordinates and administers multiple programs and serves as the principle point of contact between field staff and management.
- Communicates effectively, both verbally and in writing.
- Ensures goals and objectives of projects are accomplished according to time constraints and budget limitations.
- Coordinates multiple tasks, works independently and meets deadlines.
- Develops and maintains positive working relationships with District employees and the public.
- Supervises and trains assigned staff including organizing, prioritizing and scheduling work assignments.
- Analyzes and interprets financial and labor data and prepares appropriate reports and projections.
- Makes administrative and procedural decisions and judgments on sensitive, confidential issues.
- Reviews daily work projects, monitors workflow; and reviews work orders and maintenance records documentation.
- Conducts regular staff meetings and briefings to ensure communication among personnel and keep staff abreast of programs implemented.
- Keeps abreast of new technologies in order to provide tools for efficiency in daily operations.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

### **Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree and three (3) years supervisory experience and three (3) years' experience with work management systems and time keeping systems.

#### **Required Licenses or Certifications:**

A valid New Mexico Driver's License and the ability to maintain insurability under the District's vehicle insurance program.

### **Knowledge, Skills and Abilities:**

#### **Knowledge of:**

- Advanced business English, proper spelling, grammar and punctuation
- Skill in examining and re-engineering operations, procedures and policies and implementing new strategies and practices
- Project management principles, practices, techniques and tools
- Conflict resolution and mediation skills

#### **Skill in:**

- Word processing or data entry skills
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Supervising, training, and evaluating assigned staff
- Organizing and coordinating skills
- Database management

#### **Ability to:**

- Communicate effectively, both verbally and in writing
- Make administrative and procedural decisions and judgments on sensitive, confidential issues
- Carry out instructions furnished in verbal or written format
- Handle multiple tasks, work independently and meet deadlines
- Develop and maintain positive working relationships with district employees and the public
- Supervise and train staff including organizing, prioritizing, and scheduling work assignments.
- Define problems, collect data, establish facts, and draw valid conclusions

### **Physical Demands:**

While performing the duties of this job, the employee frequently is required to sit; use hands and fingers to handle, feel or reach and to talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and or move up to 25 pounds.

### **Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Prolonged sitting is required on a regular basis. Tight time constraints and multitasking is common.