

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/9/59

PROJECT COORDINATOR, 1537-12

Summary of Duties: Performs responsible staff work related to the activities of the City urban renewal program; and does related work.

Distinguishing Features: The primary responsibility of a Project Coordinator is to make studies and to analyze and recommend solutions to a variety of problems related to the urban renewal program. In addition, they have considerable responsibility for discussing and clarifying urban renewal matters with the public, representatives of civic groups, the press, and other agencies. The Project coordinator receives assignments in general terms and their work is reviewed for adherence to policy and soundness of the recommendations.

Example of Duties:

- Does research and prepares reports on technical matters relating to the City urban renewal program;
- Consults with representatives of the Departments of Building and Safety, Fire, Health, Public Works, Planning, Traffic, Recreation and Parks, Water and Power, the Board of Education, the Community Redevelopment Agency, and the Federal and State governments on matters pertaining to urban renewal;
- Attends meetings of civic and neighborhood groups to explain the urban renewal program;
- Prepares information for release to public information media;
- Discusses various aspects of the urban renewal program with representatives of the press and other public information media;
- Organizes and arranges meetings in specific communities to explain and develop urban renewal programs;
- Assists the Assistant Director of Community Development in coordinating all phases of the urban renewal program to secure cooperation of agencies concerned and to prevent overlapping of efforts;
- Meets with groups concerned to stimulate the building of low-cost housing for senior citizens;
- Furnishes information to, and assists families displaced by the urban renewal program to find new housing;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A working knowledge of:

- Theory, principles, and practices of urban renewal;
- Local, State, and Federal laws and regulations and of other sources of information concerning urban renewal matters;

A general knowledge of:

- Principles of City planning;
- Various methods of financing housing and other urban renewal activities.

Ability to:

- Carry out research and to prepare reports;
- Speak effectively before individuals and groups;
- Deal tactfully and effectively with officials, employees, and the public.

Requirements: Graduation from a recognized four-year college or university and three years of experience in code enforcement, City planning, engineering, or community redevelopment work, one year of which was at the level of Administrative Assistant, are required. However, experience of the specified type may be substituted on a year-for-year basis for the desired education.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.