

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 12/9/11 ja

ANNOUNCEMENT NO. 8

**PROJECT COORDINATOR**

**(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$27,325.56- \$87,664.94** per year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JANUARY 6, 2012 UNTIL POSITION IS FILLED.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE:** EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.

**NOTE:** Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

**NOTE:** THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

**DUTIES OF THE POSITION**

Under administrative direction, is responsible for planning and administering a specific project or program for a City department. Serves as the administrative supervisor on projects or programs. Plans, assigns, supervises, and reviews activities of subordinate personnel. Monitors the project or program's operating budget and assists in the annual preparation of same. Designs, implements, and monitors procedures utilized in program evaluation. Develops and secures commitments from other City departments and agencies to provide services to program participants. Provides technical assistance or reviews program policies and procedures. Maintains current information and oversees the preparation of project status reports. Prepares financial and narrative reports and program applications. Communicates project/program status and information to municipal officials and/or public and private entities. May supervise employees assigned to the respective project. Performs other related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree from an accredited four year college or university in Business or Public Administration, Social Sciences, or closely related field preferred. Two (2) years of full-time, paid, progressively responsible experience in program administration is required. Must be able to lift and carry thirty (30) pounds. A valid State of Ohio Driver's License is required.

**NOTE:** Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

**NOTE:** Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER