

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Special Project Coordinator**

Dept: **Community Relations and Marketing**

Reports to: **Director of Community Relations  
and Marketing**

Effective Date: **Revised January 2019**

Job Code Number: **20105**

Grade Number: **18, Represented**

FLSA Status: **Exempt**

General Position Summary:

Performs a variety of administrative and professional work in developing, planning, organizing, managing, coordinating, facilitating and evaluating a variety of special projects and activities that may have System-wide impact. Develops, plans and coordinates assigned projects in collaboration with Community Relations and occasionally with Public Services. Performs a variety of analytical and technical tasks related to the assigned long- and short- term projects. Serves as a liaison for special and ongoing projects as requested and approved.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Coordinates, participates in, or facilitates complex projects. Identifies problems, determines methodology, creates and coordinates project communication plans and develops work plans, schedules and budgets in consultation with the department Director.
2. Ensures that assigned projects are developed and delivered in compliance with KCLS policies and standards, and that they meet all required guidelines, regulations and budgetary constraints.
3. Assesses and evaluates all implemented solutions and resources. Recommends and presents alternate solutions.
4. Regularly participates in Community Relations meetings and strategic planning efforts.
5. Participates in System-wide project committees and coordinates implementation of committee recommendations or initiatives as directed.
6. Evaluates the effectiveness of project scoping and makes procedural or system recommendations to ensure successful implementation and adherence to policies.
7. Maintains written documentation, handbooks and procedures.
8. Coordinates with staff on public outreach, including content, events, photography and other media.

Secondary Duties:

1. Provides budget development input.
2. Provides vendor and contract management.
3. Processes project materials and shipments.

4. Performs other related duties as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**Teamwork/Collaboration**

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of

outcome. Responds promptly and appropriately in crises situations.

### **Adaptability and Flexibility**

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

## **DESIRED QUALIFICATIONS**

### Education/Experience:

A typical way to obtain the knowledge skills and abilities outlined below is:

- Bachelor's degree in a related field such as public or business administration.
- Three years' administrative/project management experience.
- Or, equivalent of any combination of experience and training that demonstrates the ability to successfully perform the duties of the position.

## **SPECIAL REQUIREMENTS**

Valid Washington State Driver's License.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. May operate foot controls up to occasionally. The employee will seldom lift up to 35 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

## **WORK ENVIRONMENT**

Work is in a normal office environment, and includes frequent work at a PC monitor and extensive close work. Work schedule may occasionally change to cover weekend events.

Extended periods of standing are occasionally required. Extensive travel within service area is required.

### Advancement Possibilities:

Open depending on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the

employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR