

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description



Job Title: Administrative Special Projects Coordinator
Job Code: 8066
Pay Grade: 67
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

Develop strategies for initiating projects, funding applications, and program development. Provide direct support to court leadership on administrative and other projects as directed. Researches grant opportunities as directed. Perform research and analytical studies on a variety of topics and assists with the collection, analysis, and reporting of data on administrative program and operations activities. Conduct the analysis and research of operating procedures, processes and systems. Design and implement, as directed, modifications to data tracking and collection processes.

ESSENTIAL FUNCTIONS:

- Assists court administration and court leadership by leading special projects.
- Participates in developing strategies and preparing proposals to obtain funding for court programs and oversees special projects and ensures compliance with reporting procedures.
- Gathers and organizes information on identified issues or procedures; documents existing processes and systems, and performs cost/benefits analysis. Prepares reports summarizing findings, alternatives, and recommendations for new or revised procedures or systems.
- Designs, coordinates, and leads research projects and surveys, performs statistical analyses, evaluates results and prepares management reports, summary reports, and other informational documents.
- Uses multiple methods to research, gather, analyze and interpret information needed for assigned tasks and projects.
- Prepares research findings and disseminates results both in written and oral presentations.
- Responds to management inquiries for assistance to address administrative and operational issues relating to the court's business.
- Gathers statistical data, such as flow charts, prepares statistical reports and facilitates presentations on various court issues based on statistical information and historical trends.
- Researches and investigates funding sources and writes grant proposals to secure funds in support of court goals, as directed. Researches topics using various methods such as the Internet, relationships/contacts with other agencies, and/or through professional organizations.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Performs other duties and/or projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have strong project management skills to prioritize and coordinate multiple tasks, projects and demands, work within deadlines to complete projects and assignments, and identify effective resolutions.
- Must have a good knowledge of research methods such as process mapping and flow charting to review and analyze current processes, procedures, policies, and/or operational activities.
- Must have the knowledge of interviewing techniques and research methods, as well as planning, organizing, and presenting analyses and recommendations.
- Must have strong analytical, problem solving, interviewing, planning, writing, organizational, and presentation skills.
- Must have the skills to work with desktop computers using Microsoft Office software for the performance of daily tasks, projects, analyses, and presentations.
- Must have the ability to gather and analyze data, prepare analytical reports, provide information in a variety of formats, and offer objective solutions.
- Must have the ability to effectively communicate with a wide range and diversity of court employees, the public, and community representatives.

MINIMUM REQUIREMENTS:

A Bachelor’s degree from an accredited college or university with a major in public or business administration, or a related field and four years of work experience related to the research, analysis, and/or evaluation of processes, procedures, policies, including working with spreadsheets and databases, generating data reports, conducting quantitative/qualitative data collection and preparing and presenting research/evaluation reports; OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s license to perform work at multiple, local court locations.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Superior Court Administrator and may take work direction from the Deputy Court Administrator. The incumbent performs duties under general supervision and has no direct supervisory responsibilities.

Date: 08/21/13

Revised:

Approved by: _____
Director, Human Resources

Date

Superior Court Administrator

Date