



## CLASS TITLE | PROJECT COORDINATOR

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 04/08/2026

CLASS CODE: 2660

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision, is responsible for supporting the implementation of various projects; supporting coordination and communications with internal and external stakeholders; assisting in the preparation of materials and training programs, and other related duties as assigned.

### ESSENTIAL TASKS:

- Supports implementation of programs and projects
- Supports forecasting of schedules and parameters to ensure objectives and quality requirements are fulfilled
- Supports establishment and tracking of key project criteria metrics
- Supports deployment and monitoring of personnel and technical resources according to requirements
- Supports risk assessment and monitoring
- Supports escalation management, as necessary.
- Supports on-going communication clients, project personnel, and key stakeholders throughout the life of programs/projects for successful implementation
- Supports regular comprehensive status reports and schedules
- Prepares project related materials such as memos, meeting minutes and emails as needed
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Supports creation and distribution of project communications artifacts and relevant documentation
- Provides support for meetings to communicate information, develop relationships, advise, etc.
- Provides support for resolution of technical and operational issues as required
- Assists with training programs as needed
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**



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(b) Three (3) years' experience relevant to the essential tasks listed in this job description

**or**

(a) Completion of 60 hours from an accredited college or university, **and,**

(b) One (1) year experience relevant to the essential tasks listed in this job description; **and,**

(c) Must be able to pass a federal background investigation

### Knowledge, Abilities and Skills:

Knowledge of:

- Some knowledge of project management methodology and best practices
- Some technical understanding and ability to define and refine requirements through a project lifecycle
- Some understanding of current communication, project tracking, budget management technologies

Ability to:

- Understand and use concepts and techniques of project management
- Work on fast-paced, multiple projects of varying complexity and tight deadlines, continually adapting to changing priorities
- Effectively communicate both verbally and in writing, creating, and making public presentations
- Solve problems in a timely fashion
- Establish collaborative team-orientated relationships with people at all levels of the organization
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Work independently and as a team

Skill in:

- Organizational skills, including effective decision-making
- Stakeholder management skills
- Cost control and budgeting skills
- Meeting conference facilitation skills
- Conflict resolution and problem-solving skills
- Time management skills
- Teamwork and motivational skills
- Written and verbal communication skills



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### Physical Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, and twisting.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

**EEO Code: N-02**

**Group: Fiscal**

**Series: Financial Management**