



County of Siskiyou

Project Coordinator - Confidential

CLASS CODE	1617	SALARY	\$36.45 - \$46.55 Hourly \$2,916.29 - \$3,724.18 Biweekly \$6,318.62 - \$8,069.06 Monthly \$75,823.46 - \$96,828.77 Annually
BARGAINING UNIT	Confidential	ESTABLISHED DATE	March 24, 2025
REVISION DATE	March 24, 2025		

Description

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer

We welcome applicants of any race, religion or ancestry.

For exact salary information please refer to the current salary schedule. [County Website](#)

General Statement of Duties:

Under direction of the County Administrator (CAO) or designee, to provide a variety of analytical and technical assistance with complex policy issues and problems; to assist with planning, organizing, and managing the County Administration's administrative functions and activities; and provide advice, information, and recommendations for the County; to perform special studies and projects as directed; and to do related work as required.

Reports to:

County Administrator or designee.

Classifications Supervised:

May be asked provide lead direction or supervise other staff.

Examples of Duties

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Analyzes, coordinates and manages assigned projects, policies and legislation, prepares reports for the Department, may prepares reports to take before the Board of Supervisors. Analyzes and develops approach to State and Federal legislation and legislative activities. Attends meetings, obtains and tracks all initial information related to designated projects, policies and legislation; plans, organizes and evaluates project, policy and legislative information; works closely with departments, other organizations, and leaders to ensure coordination of said projects, policies and legislation.

Knowledge of:

- Functions, organization, and programs of California local government agencies.
- Organization, functions, programs, and policies of Siskiyou County government.
- Legislative and executive functions and procedures.
- State and Federal legislation.
- Research methods and statistical analysis.
- Project development, management, and coordination.
- Principles of public administration, management, and work evaluation.

Desired Skills:

- Assist with the planning, development, and implementation of Department and/or County administrative functions, policies, and procedures.
- Perform a wide scope of complex research, studies, and analytical work.
- Read and interpret laws, ordinances, and regulations affecting the operations, programs, and services of the Department.
- Direct the preparation and prepare a variety of comprehensive reports.
- Operate a computer and use appropriate software in the performance of management, research, and administrative assignments.
- Prepare comprehensive, clear reports.
- Make effective oral and written presentations.
- Effectively represent the Department with the public, community organizations, other County staff, boards, commissions, and other government agencies.
- Establish and maintain cooperative working relationships.

Typical Qualifications

Typical Qualifications:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

- At least five (5) years experience conducting professional analytical or project management work in the public or private sector with similar responsibilities, two years of which include a complex projects and working independently performing similar work.

- Bachelors degree preferred but not required.

Supplemental Information

Typical Physical Requirements:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions:

Work is performed in an office environment, continuous contact with other staff, other agencies, and the public.