Position Description

Report Run Date

Position Number: 02013255

Dept: UNIVERSITY ARBORETUM - 030087

Position: PROJECT AND WORK TEAM COORDINATOR

Approved Payroll Title Code: 7234

Approved Payroll Title: ANALYST I

Approved MSP Salary Grade: 

Approved PSS Salary Grade: 1

POSITION DETAILS

Under general supervision, provide administrative and analytical support to the Director in the planning, management and coordination of the Public Garden Initiative. Provide high level administrative and analytical support related to a variety of projects that will transition outdoor spaces at the UC Davis campus. Work closely with project team leads and the executive leadership team to ensure projects and initiatives are advancing according to overall management plan and help facilitate work team progress reports. Take initiative and work independently with varying degrees of oversight.

Job Summary:

Campus Job Scope:

Department Specific Job Scope:

Positions Supervised: NA

50% WORK TEAM ANALYSIS, PLANNING AND PROJECT COORDINATION

Essential Responsibilities: - Develop and manage a database tracking system for public garden master planning, design and implementation projects. - Manage work flow processes and project delivery methods for
public garden work teams.
- Coordinate and track project work planning process through use of the public garden project planning tools, including decision-making worksheet and briefing process documentation.
- Work with Public Garden Leadership Team to coordinate movement of work from master planning and design phases to project implementation phase, based on public garden priorities and funding streams.
- Provide support for project coordination such as research and analysis, contracts coordination, budgeting and financial planning and projections, timeline creation and management, project communication, project problem-solving, and final project analysis, evaluation and reporting.
- Provide management support for on-going planning and design projects, including facilitation of internal and external stakeholder involvement and research, analysis and organization of stakeholder feedback toward planning and design efforts.

25% SPECIAL PROJECT MANAGEMENT
- As directed by executive leadership, manage key special projects linked to the public garden and GATEways initiatives.
- Working with stakeholders, set up and manage contract and delivery methods for implementing Public Garden projects.
- Ensure projects are clearly defined, budgets are identified and approved and timelines are identified to ensure successful completion.
- Working closely with project team leads, coordinate project meetings and document project decision-making and progress. Set agendas, take meeting minutes, track progress commitments, progress reports, follow-up communications, etc.
- Document final analysis and evaluation of project in terms of how it met overall project and public garden goals.

15% EXECUTIVE ASSISTANCE
- Manage overall calendar for public garden executive leadership and for public garden work teams, including coordination of weekly meetings, quarterly work meetings, and regular training sessions and retreats. Participants will involve a range external stakeholders, including special donor, academic and university leaders, board members, volunteers and Public Garden team members.
- Manage scheduling and organization of public garden team training activities and coordinate travel arrangements.
- Organize and manage paper and computer files, records, maps, publications, database information, work team progress reports, and project-related financial records.
10% COMMUNICATIONS SUPPORT
- Coordinate flow of communication documents, emails, and phone calls that facilitate work of the public garden teams.
- Work with public gardens communications team to develop a web-based, shared site for documenting work flow tracking and project management and conduct on-going maintenance.
- Coordinate with Public Garden Communications Team and assist with written and oral communications work such as written correspondence, email, phone and in-person communication related to public garden work teams, stakeholders, donors, media, and academic partners.
- Create and update work team, stakeholder, and donor presentations, including development of presentation documents, power points, and talking points.
- Enter donor and community engagement records into the web-based Donor Perfect database system and prepare updates to the AIS database.

Physical Demands: Sit for extended periods of time.

Work Environment: Employee is personally responsible for following health and safety guidelines/restrictions.

QUALIFICATIONS

Minimum Qualifications:
- Skills to develop and manage a database tracking system.
- Project management skills to manage work flow processes and project delivery methods.
- Skills to conduct research and analysis, coordinate contracts, conduct budgeting and financial planning and projections.
- Experience coordinating multiple projects, prioritizing workload and following tasks to completion.
- Organizational skills to manage multiple simultaneous projects with demanding time frames.
- Leadership skills that include planning, problem-solving and decision-making.
- Oral and written communication skills to communicate with faculty, staff, volunteers, donors and other stakeholders.
- Skills to analyze information or problems in an objective manner and provide logical, objective recommendations.
- Skills to prepare spreadsheets, draft correspondence, create presentations, and manage databases.
- Skills to meet customer/client expectations and resolve differences in a collegial manner.
- Critical thinking and problem-solving skills to analyze data and situations and develop meaningful solutions.
- Experience producing meeting minutes, communicating follow-up assignments, etc.
- Experience managing complex calendars and schedules for multiple individuals.
- Experience compiling information from various databases and reports to present complex information to facilitate decision making.

Preferred Qualifications for Selection:
- Experience with stakeholder and donor engagement and coordination.
- Fund raising experience including foundation, government grants, corporate and individual support.
- Experience working with budget/accounting.
- Experience planning meetings and special events and coordinating meeting logistics.
- Experience using desktop publishing and website management tools.
- Experience using DonorPerfect and AIS software.