

HELP WANTED: City of New Bedford is seeking to fill a Project Coordinator position

PAY: \$19.23hr-\$27.18hr

Assists with financial and project reporting, project planning, administrative assistance and other duties as needed.

Performs a wide variety of administrative duties within all divisions of the Department of Public Infrastructure.

Coordinates and assists in Chapter 90 State Aid Construction Projects and Federal Disaster Grants, as well as other special projects.

Performs data processing; assists in troubleshooting computer systems; diagnoses and resolves minor computer hardware/software problems.

Assists and provides the Engineering Division with information pertaining to ownership and land descriptions, utilities and street furniture.

Generates correspondence; prepares spreadsheets, sets up databases; coordinates meetings; and tracks progress of projects.

High school diploma or GED equivalent. Degree in Civil Engineering preferred; experience with computer operations support in a network environment; experience with GIS and computer operating systems, and various computer hardware and software, telephone, copy and fax machines, scanners, etc.; or any equivalent combination of education and experience.

Possession of a valid Massachusetts driver's license and good

driving record.

For more information, please visit:

Employment Opportunities

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.