

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

**PAY: GRADE 12 \$19.23hr – \$27.18hr**

## **Job Description:**

- Provides general support to the Department of Public Infrastructure (spanning all divisions) and the City of New Bedford.
- Assists with financial and project reporting, project planning, administrative assistance and other duties as needed.
- 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.
- Generates correspondence; prepares spreadsheets, sets up databases; coordinates meetings; and tracks progress of projects.
- Performs related work as required.

## **Requirements:**

- High school diploma or GED equivalent. Degree in Civil Engineering preferred; experience with computer operations support in a network environment; or any equivalent combination of education and experience.
- Experience with GIS and computer operating systems, and various computer hardware and software, telephone, fax machine, scanners, etc.
- Knowledge of the City property plot plans, street layout plans, sewer and storm drain plans; and the ability to understand and draw deed descriptions.

- Ability to record neatly and accurately on real estate records and plot plans. Knowledge of drafting methods.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EE0. New Bedford has a residency requirement.