


**Job Title** Project Coordinator – Traffic – \$1,000 Sign-On Incentive  
**Location** Traffic Engineering  
**Regular/Temporary** Regular

**Job ID 29795**  
**Full/Part Time**  
**Favorite Job** 

## Overview

Conducts special project assignments and provides administrative support to the assigned division. This is responsible administrative work assisting the Division Director. The incumbent conducts assignments to enhance and improve division operations. An employee in a position assigned to this classification performs research, analysis and evaluation of programs, projects and operational procedures. Work is performed with considerable independence under the general supervision of the assigned supervisor.

## Representative Duties

- Position serves as main point of contact for vendor services and technical issues.
- Serves as a technical assistant under direction of an engineer, project manager, or assistant project manager.
- Responsible for opening, sorting, documenting and distributing assigned project or program mail and incoming and outgoing email correspondence and requests for the assigned project or program.
- Responsible for completing, scanning and emailing Red-Light Safety affidavits, and hearing requests.
- Manages, tracks and completes public information requests for the Red-Light Safety Program.
- Responsible for scheduling hearings, meetings, attending meetings, preparing notices and other documents, assembling hearing dockets, recording hearings/meetings and typing transcripts/minutes, maintaining records, tracking calendars to ensure documents are filed and processed on time and in accordance with legal requirements and as requested by program coordinator.
- Responsible for keeping the Red-Light Safety Program files organized and current. This responsibility includes filing documents from the Traffic Infraction Enforcement Officer, attorneys, and hearing officers.
- Maintain and create records for all existing and potential red-light camera locations.
- Maintain timely and accurate documents and records to include requisitions, work orders, vendor invoices, digital photographs, and other operational related forms and documents of assigned projects or programs.
- Prepare traffic calming work orders that will be used by field personnel or contractors to complete projects.
- Interact with the public, over the phone or with walk in customers, in order to answer questions with regard to the Red-Light Safety Program, traffic-related questions, respond to complaints and requests, or to discuss traffic control ordinances, plans, policies or procedures.
- Investigate complaints, prepare reports of findings and make appropriate recommendations of assigned projects and programs.
- Analyze data related to traffic flow, accident rates, speed rates, to assist traffic engineers to determine the most efficient methods to calm traffic, expedite traffic flow or improve safety.
- Analyze detailed reports obtained through the red-light camera monthly statistics.
- Utilize Microsoft products including Word, Excel, and PowerPoint in their normal duties.
- Other duties as assigned.

## Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in Business, Criminal Justice, Public Administration, or related field, and three years of experience in customer service and administrative record-keeping and/or assistance with major project or programs; or an equivalent combination of education, training or experience.

Notes

1. Please complete each section of the application in detail as only information provided by the applicant regarding their work experience and education on the application will be used to determine the applicant's qualifications for the position.
2. Applications that show no employment history, no employment dates, leave number of hours worked per week blank, show duties left blank, or state "see attached resume" will be disqualified, considered incomplete, and will not be reviewed.
3. Applicants selected for hire in Orange County must successfully complete a background check, physical and drug screening prior to start of employment.
4. Please read the entire posting and print a copy for your future reference, as you may wish to refer back to it during the recruitment process.
5. Please ensure that the phone number and email address on your application is accurate, and that it is an email account that you check on a daily basis as we will be using this to contact you for various steps in the hiring process. Should we need to communicate with you, we will only use the email listed on the application. Please check your spam/junk email folders as well your inbox

<http://orangecountyfl.net/EmploymentVolunteerism/JobOpenings.aspx>

#### **Application Deadline**

Posting Date: 7/22/2022

Closing Date: 8/19/2022

(May close without prior notice)

#### **Salary**

\$43,722 – 50,523 Annual Salary

#### **Veterans Preference**

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the posting number you are applying for, the title of the position and the last 4 digits of your social security number.

#### **Educational Requirements**

If your education was obtained in the United States, the County recognizes degrees or diplomas which are accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the National Association of Credential Evaluation Service (NACES) or the Association of International Credentials Evaluations (AICE) at your expense.