

TECHNOLOGY PROJECT COORDINATOR

NATURE OF WORK

This is technical and administrative work supporting the planning, coordination, and monitoring of information technology projects across the City of Lincoln and Lancaster County.

Work involves assisting project managers and leadership in coordinating tasks, resources, schedules, communications, and documentation necessary to advance technology initiatives. The position contributes to project success by ensuring effective organization, timely follow-up, and clear communication with stakeholders. Work is performed under the general supervision of the Technology Project Manager or other senior Information Services staff.

EXAMPLES OF WORK PERFORMED

Assists with the preparation, coordination, and maintenance of project plans, schedules, resource tracking, and documentation.

Coordinates project meetings, prepares agendas, documents meeting minutes, and monitors follow-up actions.

Tracks project timelines, deliverables, budgets, and expenditures under the guidance of the Technology Project Manager.

Prepares and maintains project documentation, reports, and dashboards to communicate progress to stakeholders.

Provides support in monitoring and controlling projects, escalating issues to management as needed.

Manages communication between internal teams, external vendors, and stakeholders to ensure consistency and accountability.

Assists with conflict resolution among stakeholders and fosters collaboration among project team members.

Supports compliance efforts by documenting and updating standard operating procedures, policies, and training materials.

Assists in organizational change management by supporting the adoption of new practices and procedures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of project management principles, practices, and tools.

Knowledge of information technology functions and terminology.

Ability to organize, track, and coordinate multiple tasks, schedules, and priorities.

Ability to prepare accurate documentation, reports, and communications for varied audiences.

Ability to establish and maintain effective working relationships with coworkers, stakeholders, and vendors.

Ability to communicate effectively, both verbally and in writing.

Ability to work collaboratively and contribute to a team environment.

Ability to adapt to changing priorities and manage time effectively under pressure.

Ability to maintain confidentiality and adhere to information security requirements.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Project Management, Computer Science, Business Administration or related field and two years of experience in information technology; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

10/25

PS1455