

Temporary Project Coordinator – Corridor Program Office (2 Positions)

Austin Transportation Department

City of Austin, Texas

<https://www.austincityjobs.org/postings/105614>

The Project Coordinator position, within the Corridor Program Office, will participate in a cross-functional team to develop and implement the Corridor Mobility Program and the I-35 Cap and Stitch Program. This position will work directly with CPO's Executives and leadership team to administer and coordinate the delivery of capital improvements that provide safety, mobility, and connectivity, as well as a variety of complete community outcomes.

Preferred Qualifications:

- Experience in supporting Executives, Management and team members in problem solving within a fast-paced, deadlines-driven environments.
- Experience in the resolution of conflicts of competing priorities and difficult situations, by providing supporting documentation, policies, and procedures, and exercising sound judgment, tact, and diplomacy in all internal and external contacts.
- Experience coordinating schedules and tracking work progress, milestones and ensuring follow-up and follow-through on action items.
- Experience coordinating between different disciplines to achieve overall shared program/project goals.
- Experience developing presentations and knowledge of City of Austin and other software applications such as eCapris, AMANDA, PowerPoint, Excel, GIS, or Project Management Information System software.

Minimum Qualifications:

- Graduation with a Bachelor's degree from an accredited college or university with major course work in a related field, plus three (3) years of experience in construction, engineering, architecture, or related work.
- Experience may substitute for education up to a maximum of four (4) years.

Licenses or Certifications:

- May require a valid Texas driver license.
- **To be considered for this position, candidates must apply online at:**

<https://www.austincityjobs.org/postings/105614>

Please review additional postings with the Corridor Program Office. The City of Austin has excellent benefits and provides an exceptional retirement system as well as a 457 plan for its employees.

About Austin, Texas

Austin has long been known as a technologically advanced city, a place where new ideas go to be tested and adopted. Austin has enjoyed a robust and diverse economy for the past 10 years, with economic indicators regularly exceeding national averages. Austin metropolitan area is one of the fastest growing in the country, with a 2.9 percent increase in population in 2016. Austin, Texas has a population of 926,000, making it the 11th largest city in the country. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the #1 Best Places to Live (US News and World Report 4/2017), #5 Top 25 Future-Ready US Cities (Convention Management Association Convene Magazine, 2/2016), "Best City for the Next Decade" (Kiplinger), the "Best Places to Live in the US" (US News), the "Top Creative Center" in the US (Entrepreneur.com) and #1 on the "On Numbers Economic Index" as the fastest growing economy.

EOE - City of Austin is committed to compliance with the American Disabilities Act.