

CHAMORRO VILLAGE MANAGER

NATURE OF WORK IN THIS CLASS

Manages the operations, programs and marketing activities of the Chamorro Village.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs and coordinates the operations, programs, fiscal functions and marketing activities of the Chamorro Village facilities.

Plans, develops and implements programs for improving operations amongst the employees, tenants, customers, clients, and/or the public relative to improving operations.

Analyzes, initiates and evaluates market conditions to expand operations and revenues.

Prepares, submits and maintains annual and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of marketing concepts.

Knowledge of the principles and practices of public administration.

Ability to evaluate operational effectiveness and recommend changes in policies and procedures to improve operations.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare financial reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of experience in marketing analysis and promotion, one (1) year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in public or business administration, marketing or closely related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: **DECEMBER 1982**
AMENDED: **OCTOBER 1998**

PAY GRADE: **N**

HAY EVALUATION:	KNOW HOW:	EI3	230
	PROBLEM SOLVING:	D3 (33%)	76
	<u>ACCOUNTABILITY:</u>	<u>D1P</u>	<u>87</u>
	TOTAL POINTS:		393

This standard revises and supercedes the standard established DECEMBER 1982.



ELOY P. HARA
Executive Director
Civil Service Commission