

## COASTAL PROGRAM ASSISTANT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

This is complex professional planning and administrative work involved in providing assistance in the administration of a comprehensive island-wide coastal management program for Guam's land, water, and other natural resources in accordance with the Federal Coastal Zone Management Act.

ILLUSTRATIVE EXAMPLE OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Provides assistance in the administration of the programs, projects and activities of the Coastal Management Program.

Coordinates the review and monitoring of the planning operations and activities to ensure compliance with applicable federal and local requirements and guidelines.

Coordinates and develops program objectives and the criteria to measure the effectiveness of the program.

Consults with management in preparing proposals towards achieving the effective utilization of federal funds as it pertains to feasibility of projects, program objectives and goals.

Directs the various phases of research and document preparation towards implementing the coastal management program in areas such as urban development, public housing, education, fishing resources, transportation planning, building codes and capital improvement planning.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern methods and principles of planning such as community planning or urban planning.

Knowledge of the principles and practices of modern public administration.

Ability to provide assistance in the administration of a comprehensive coastal management program in accordance with the Federal Coastal Management Act.

Ability to understand the social and economic factors affecting the Territory's natural resources and the factors involved in determining the need for planning and policy development.

Ability to collect, correlate and research planning data.

Ability to interpret and apply pertinent local and federal laws, regulations and program guidelines.

Ability to evaluate operational effectiveness and implement changes for improvements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally, and in writing.

Ability to maintain records and prepare reports.

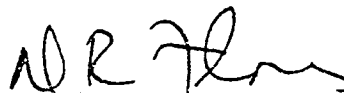
MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in professional community or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Master's degree in planning, resource management, biology, public administration, or related field; or

(B) Four years of experience in professional or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in planning, resource management, biology, public administration or related field; or

(C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission