

## PROGRAM COORDINATOR II

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

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).

Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids.

Participates in the development and implementation of comprehensive plans and annual work programs; assists in analyzing and appraising program performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility.

Participates in the preparation of the fiscal year program budget requirements under federal and local programs.

Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved.

Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness.

Collects and analyzes statistical data, prepares program studies and performs research.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply pertinent program policies, rules and regulations.

Ability to apply bookkeeping principles and compilation of statistics.

Ability to plan, develop, implement and coordinate federally funded or local projects and programs.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

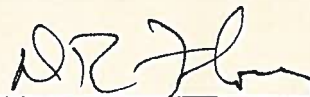
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission