

PROGRAM COORDINATOR III

OPENING DATE: December 20, 2019

CLOSING DATE: January 3, 2020

DUTY: Twelve (12) Months (Unclassified)

LOCATION: Kumision i Fino' CHamoru yan i Fina'ná'guen i Historia' yan i Lina'la i Taotao Tãno'

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NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

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.)

Plans, develops, implements and reviews projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Participates and assist in the promotion and coordination of applicable laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Assists in reviewing and analyzing budget requests for funding.

Maintains proper control of records of all expenditures and obligations relating to programs and projects.

Collects and analyzes statistical data and performs research.

Keeps abreast of developments and changes in laws, regulations, and congressional bills.

Performs related duties as assigned.

Conducts research related to CHamoru Language and Culture including the history of the language, Guam, its people, its culture, its geography and environment, and CHamoru arts and artifacts.

Plans, develops, and maintains the Kumision's online archive of resources related to CHamoru Language and Culture.

Develops, maintains, and updates the Kumision's website.

Writes and edits CHamoru books, test materials, and press releases in preparation for publication.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the CHamoru Language, Culture, and History.

Ability to speak, read and write CHamoru proficiently or be willing to be proficient within one year of employment.

Ability to develop and continually update websites using platforms such as, WordPress.

Ability to create, organize, and maintain a digital archive of a variety of CHamoru media materials to include print, video, and audio resources.

Ability to plan, coordinate, and implement film projects: storyboard construction, audio/video recording, etc.

Knowledge of the principles and practices of modern public administration.

Ability to plan, develop, organize, coordinate, and implement specialized educational programs/functions.

Ability to interpret, apply and make work decisions in accordance with local and federal laws, rules, regulations and other program guidelines.

Ability to evaluate program effectiveness and recommend and implement changes to enhance effectiveness.

Ability to write proposals and program materials using given 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) Three years of experience in planning, developing, coordinating or implementing programs and projects or closely related work and graduation from a recognized college or university with a Bachelor's degree preferably in CHamoru Studies; or
- b) Any equivalent combination of experience and training, which provides the minimum knowledge, abilities and skills.