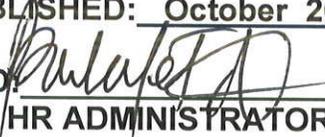


**JUDICIARY OF GUAM
HUMAN RESOURCES DIVISION
JOB STANDARD**

POSITION TITLE: PROGRAM COORDINATOR IV
POSITION STATUS: Classified Unclassified P/T F/T
FLSA CATEGORY: Exempt EEO CATEGORY: Professional
HAY POINTS: (KH) E II 2 = 264 (PS) D 3 (33) = 87 (AC) D 3 C = 100
TOTAL POINTS: 451 PAY GRADE: O
DATE ESTABLISHED: October 2016 PREPARED BY: Human Resources Staff
CONCURRED:  HR ADMINISTRATOR APPROVED:  ADMINISTRATOR OF THE COURTS

NATURE OF WORK IN THIS CLASS:

This is complex analytical work. An employee of this class performs the full range of planning, developing, implementing or coordinating federally funded or local programs and projects.

Serving as a senior program coordinator, an incumbent of this class is delegated supervisory duties over other lower level coordinators and administrative staff.

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

Directs the planning, development, coordination and implementation of programs and projects under federal, local or other grants and aids.

Directs the development and preparation of comprehensive plans and annual work programs.

Provides consultation and technical assistance to program staff.

Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program.

Establishes program priorities to determine the most effective distribution of available funds; recommends approval, rejection or modification of sub grantee applications.

Confers with public officials and others to achieve the fullest utilization of federal grants and aids.

Program Coordinator IV
Pay Grade: O

Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustment to budgetary requirements or needs.

Directs various phases of research and statistical activities in support of the programs.

Assesses staff training and technical assistance needs according to short and long range goals.

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.

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

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

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 applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

Ability to administer the programs and activities of federally funded programs.

Ability to evaluate operational effectiveness, implement changes in program functions to improve program effectiveness.

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

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.

Program Coordinator IV

Page Grade: O

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree and four (4) years of experience in planning, developing, coordinating or implementing programs or projects or closely related work; or

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

