

**FAMILY SUPPORT GROUP COORDINATOR
(DEPARTMENT OF MILITARY AFFAIRS)**

NATURE OF WORK IN THIS CLASS

Administers the programs and activities of the Family Support Group for the Department of Military Affairs.

Employees in this class train and assist Guard family members in organizing, implementing, and sustaining the units.

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 the planning, development, coordination and implementation of programs and projects.

Directs the development, preparation and management of the Family Support Group.

Provides consultation and technical assistance to various personnel.

Provides a support and communication network for families and prepares them for the soldier's absence during deployment.

Enables the Guard family members to establish and operate a program through which they can effectively gather information, solve problems, and maintain a system of mutual support.

Improves the Guard's readiness and combat power, while also lowering the "costs" associated with caring for unit family members.

Provides support to families while maintaining support and cooperation from the military units chain of command.

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

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 required.

MINIMUM KNOWLEDGE ABILITIES AND SKILLS

Knowledge of the principles and practices of the Family Support Group program.

Knowledge of the principles, practices and techniques of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding the Family Support Group.

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

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 pertinent laws, rules and regulations and to apply departmental policies to work problems.

Ability to work effectively with Guard members, their dependents, the Department of Military employees and the community.

Ability to communicate effectively.

Ability to maintain records and prepare technical reports.

MINIMUM EXPERIENCE AND TRAINING

- (a) Four years of experience in planning, developing, coordinating or implementing of Family Support Group programs or equivalent family support activities and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: April 1994
 AMENDED: January 2005 (New Class Code)
 PAY GRADE: N



**VERNON P. PEREZ, Executive Director
 Civil Service Commission**