

COASTAL PROGRAM ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

This is complex professional planning and administrative work involved 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. Employee in this class serves as the Executive Secretary to the Coastal Management Advisory Council.

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

Administers the programs, projects and activities of the coastal management program; promotes, develops and coordinates comprehensive land and water resource planning with federal, local, and private organizations.

Analyzes, monitors and reviews coastal planning projects to ensure compliance with applicable federal and local requirements and guidelines.

Develops, recommends and implements new methods, policies and procedures for improving planning operations; establishes program goals, priorities and control and evaluates progress and results; prepares long range planning as it relates to program needs and justifications.

Promotes public support and action of community agencies, organizations, and citizens in developing and implementing various plans and policies pertaining to land and water resources.

Provides information, projections, and analyzes to assist policy makers in the selection of programs and the establishment of priorities; disseminates information to the public regarding land use.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

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

Knowledge of the principles and practices of modern public administration.

Ability to administer and develop a comprehensive coastal management program in accordance with the Federal Coastal Zone 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 federal and local laws, regulations and 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 professional experience in community or urban planning work, two years 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 professional experience in community or urban planning work, two years 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



DAVID R. FLORES, Executive Director
Civil Service Commission