

FEDERAL PROGRAMS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is complex professional administrative work involved in planning, administering and coordinating all federal grants and aids programs for or related to a department / agency.

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.)*

Develops and oversees the monitoring and maintenance of federally funded proposals, state plans, policies, budget and administrative practices to insure compliance with federal regulations, policies and guidelines.

Maintains close liaison with federal department officials, regional offices, and officials of the Government of Guam.

Insures that all projects under grants directed by this position are properly monitored and that evaluation and fiscal audits are conducted in accordance with federal laws, rules and regulations.

Researches and identifies potential sources of federal funds; reviews and recommends the approval of grant applications and proposals submitted by staff.

Prepares various reports required by federal rules and regulations with respect to the financial state of funded programs.

Prepares local program budget and required reports.

Assists in the preparation of annual performance and financial reports required by federal rules and regulations for federally funded programs.

Maintains consultative relationships and assists the local agencies, departments, and community leaders with respect to the status of federal grant programs, policies, and activities.

Participates in the development of programs and practices in order to insure harmonious relationships with department / agency staff and other governmental agencies and the Guam State Clearinghouse.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local laws, policies, regulations and procedures affecting federal grants and aid.

Knowledge of the principles and practices of public administration.

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Ability to plan and administer federal grants and aids programs and activities.

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

Ability to evaluate program effectiveness and initiate / recommend changes in organization, procedures and guidelines to enhance improvements.

Ability to establish monitoring procedures to insure compliance of federal grants and aids administration with pertinent federal and local laws, regulations, and other program guidelines.

Ability to prepare proposals / state plans for federal funding.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of experience in planning, developing and coordinating the administration of federal grants and aids, one year of supervisory work, and graduation from a recognized college or university with a Master's degree in business or public administration, or related fields; or
- B. Four (4) years of experience in planning, developing, and coordinating the administration of federal grants and aids, two years of supervisory work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social science or related fields; 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
AMENDED: MARCH 2010

PAY GRADE: Q Step 1: \$40,352 – Step 10: \$60,528

HAY EVALUATION:	KNOW HOW:	FI3	304
	PROBLEM SOLVING:	E4 (43%)	132
	ACCOUNTABILITY:	E3C	<u>152</u>
			588



Lourdes M. Perez
Director, Department of Administration