
NATURE OF WORK IN THIS CLASS:

This is a managerial position that oversees the planning and execution of large specifically-funded programs (and associated projects) in a department or agency that have positive or significant impact to overall mission success and/or to the delivery of critical community services.

Employees in this class are responsible for assessing special department and/or program needs, developing two or more projects and their requirements, identifying or allocating funds and other resources, and implementing/evaluating program effectiveness. The position reports directly to the Department Head.

(Note: This position cannot replace or be used in lieu of operational positions at any level within a department of agency. An appointment to this position is subject to the approval of the Director of Administration.)

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.)

Researches, plans, develops and implements the organization's special programs; plans programs from start to finish, including identifying processes, deadlines and milestones; directs one or more projects of considerable scope and impact on the department or agency mission or in the delivery of services to the public; initiates and sets goals for programs according to the strategic objectives of the organization.

Oversees all aspects of the special organizational initiative, advertising the program including staffing, identifying and managing the budget; sets the scope of the program including deadlines in delegating tasks to team members; devises evaluation strategies to monitor performance and determine the need for improvements.

Supervises all program and project managers involved to provide feedback and resolve complex problems.

Analyzes and discovers ways to enhance efficiency and productivity of procedures and staff; applies change management methods, risk, and resource management principles when needed.

Ensures that all special program processes and activities adhere to legal guidelines and internal policies.

Solicits and reviews reports prepared by managers or supervisors to determine work progress and issues; keeps senior management informed of program status and activities through reports, meetings, and presentations.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of project/program management techniques and methods.

Knowledge of performance management and evaluation techniques, and key metrics.

Knowledge of data analysis, reporting and budgeting.

Knowledge of Microsoft Office or related applications software including program or project management software (i.e., Basecamp, MS Project, etc.).

Business acumen with a strategic ability.

Analytical mindset with problem-solving ability.

Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines.

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

Ability to communicate clearly and concisely, orally and in writing.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

Organizational and leadership skills.

MINIMUM EXPERIENCE AND TRAINING:

- A. Four years of professional work experience as a program or project manager and graduation from an accredited or recognized college or university with a Master's degree in business or public administration, engineering, or related fields; or
- B. Five years of professional work experience as a program or project manager and graduation from an accredited or recognized college or university with a Baccalaureate degree in business or public administration, engineering, or related fields.

NECESSARY SPECIAL QUALIFICATIONS:

Possess of a current certification designation as an Activity Director Certified (ADC), Program Management Professional (PgMP), Certified Project Director (CPD), or Project Management Professional (PMP) is preferred.

ESTABLISHED: March 14, 2025

PAYGRADE: R (GPP)

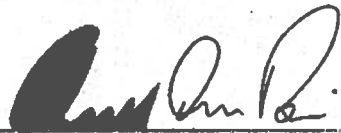
FLSA STATUS: Exempt

HAY EVALUATION: **KNOW-HOW:** F II 3 350
PROBLEM SOLVING: E 4 (43%) 152
ACCOUNTABILITY: E 2 P

200

TOTAL POINTS

702



EDWARD M. BIRN, Director
Department of Administration



LOURDES A. LEON GUERRERO
Governor of Guam