

PERFORMANCE MANAGEMENT COORDINATOR

DEFINITION

Under the supervision of the Senior Performance Manager, the Performance Management Coordinator provides administrative support and coordination of strategic planning and performance management programs.

This position requires a confidential relationship to the policymaker.

DUTIES (NOT ALL INCLUSIVE)

Provides support and coordination on various projects and activities related to the performance management process.

Conducts monthly performance meetings with Agency Heads and/or other department representatives.

Gathers, consolidates, and reports on agency performance results and progress of strategic initiatives.

Conducts outreach to agencies to gather information as needed to support the development of reports and inform performance management strategies.

Assists agencies in developing program plans and goals.

Provides administrative support to the Performance Analysts with conducting audits, process improvement initiatives and mitigation strategies.

Collaborates with Senior Budget Analysts to integrate performance and budget information to generate insights and information performance/priority-based budgeting.

Provides internal support for the development and implementation of OMB's Strategic Plan.

Collaborates with OMB divisions to create Standard Operating Procedures (SOPs) and other policies.

Conducts research on performance management strategies and best practices and develops recommendations for local implementation.

Prepares and distributes interoffice memorandums, visual presentations and other written correspondence on behalf of the Senior Performance Manager and Director.

Plans and coordinates meetings and trainings hosted by the Division.

Assists in the preparation of monthly and quarterly Performance Reports.

Conducts site visits to the agencies to develop relationships, conduct meetings and trainings and provide on-going support.

Performs other related duties as required.

FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of various strategic planning and performance approaches and best practices.

Knowledge of the general structure of the Government of the Virgin Islands, specifically the central Government agencies.

Knowledge of methods and techniques for preparing diagrams and presentations to aide in communication with other agencies, other branches of government and the general public.

Knowledge of principles and practices of capital and operating budget formulation, presentation and evaluation.

Knowledge of the budget and legislative process.

Skill in computer operation and office software technology.

Skill in oral, written and interpersonal communication.

Skill in problem-solving, organizational and analytical development.

Skill in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), e-business strategies and enhanced financial reporting techniques to improve business performance.

Ability to engage in professional development activities in order to improve new and current skills, and the evolving needs of the organization

Ability to work independently.

FACTOR 2- SUPERVISORY CONTROL

The Performance Management Coordinator works independently under the guidance of the Senior Performance Manager. The incumbent is expected to exercise initiative and sound judgment in the completion and organization of their assigned tasks. Feedback and updates are expected to be shared with the Senior Performance Manager at regular intervals established by the Manager.

FACTOR 3- GUIDELINES

Guidelines include general standards and directives, as established within the industry and OMB.

FACTOR 4- COMPLEXITY

Work involves overseeing the planning and coordination of work related to performance management. The incumbent is expected to exercise judgment and independence within the major duty areas.

FACTOR 5- SCOPE AND EFFECT

The purpose of the work is to assist agencies and departments to develop their performance management indicators and implement performance/priority-based budgeting.

FACTOR 6- PERSONAL CONTACTS

Contacts are made with coworkers and assigned agency leadership and staff.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are made to obtain or supply information regarding performance initiatives and implementation of performance/priority-based budgeting.

FACTOR 8- PHYSICAL DEMANDS

Work is mostly sedentary with some standing, walking, climbing, bending and carrying of light objects.

FACTOR 9- WORK ENVIRONMENT

Work is performed in an office setting and requires offsite visits to agencies and departments.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university Public or Business Administration, Accounting, Finance, or a related field and a minimum of five (5) years of administrative or related professional work experience.