



**PERSONNEL SERVICES DIVISION**  
220-B Gloria B. Nelson Public Service Building  
688 Route 15, Mangilao, Guam 96913  
Phone: (671) 300-6073-6 Fax: (671) 300-6896

## **JOB ANNOUNCEMENT**

### **(Open-Competitive)**

**Guam Waterworks Authority is accepting applications to establish a list:**

Position Title: Assistant General Manager of Administration and Support (AGMA&S) (Unclassified)	Announcement Number: EOE030-2018
Salary: MINIMUM: R2-C, \$131,060.00 PER ANNUM MAXIMUM: R3-C \$136, 382.00 PER ANNUM	Open Date: May 23, 2018 Closing Date: June 20, 2018

#### **MINIMUM QUALIFICATIONS:**

- A. Master's Degree in Business Management, Business Administration, Public Administration or other related field; with major course work in utility infrastructure and operations, organization and customer service, analysis and evaluation, and financial management, plus 6 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, construction or technically related field; **OR**
- B. Bachelor's Degree in Business Management, Business Administration, Public Administration or other related field with a minimum of 10 years of demonstrated experience and progressive responsibility in the management of facility support services in utilities, customer service, construction or technically related field.

#### **NATURE OF WORK IN THIS CLASS:**

- To manage, coordinate, and report on designated administrative and support divisions: Human Resources, Procurement, Supply & Warehouse, Fleet & Equipment, Information Technology and Customer Service.
- The AGMA&S shall plan, organize, staff, and direct the operation of the Authority's administrative and support divisions, including the setting of objectives, standards, training of employees and evaluation of staff and divisional performances.
- The AGMA&S shall assure compliance with the minimum Levels of Service (LOS) established by the Authority in the operation of the administrative and support divisions, and shall work with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, achieve utility wide LOS compliance at the lowest possible cost.
- The AGMA&S shall analyze the administrative and support functions for performance, costs and effectiveness, and develop strategies and recommendations to increase efficiency, reliability, sustainability, compliance and security of these functions, while maintaining the lowest cost possible.
- The AGMA&S shall work with the General Manager in continuing and advancing where feasible and desirable, the interoperation of an integration with military water and wastewater utility systems, in accordance with policy guidelines established by the CCU.
- The AGMA&S shall be responsible for the preparation of annual budget estimate for the administrative and support divisions under his or her supervision.
- The AGMA&S shall be responsible for the preparation of the Authority's Capital Improvement Program. The AGMA&S shall, working with other Assistant General Managers, the Chief Financial Officer, Legal Counsel and under the direction of the General Manager, support the implementation of approved CIPs in accordance with the Authority's approved Capital Improvements Program.
- The AGMA&S shall also oversee the provision of all customer service and information technology support as required to properly and effectively carry out the operational, administrative and support functions of the Authority.

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- The AGMA&S shall be responsible, along with the Procurement Administrator and Warehouse Manager, for the planning, budgeting, procurement, storage and warehousing and proper dissemination/distribution of all materials, equipment, consumables and supplies needed to support all functions and operations of the Authority.
- The AGMA&S shall be responsible for the planning, budgeting, procurement, service, maintenance, assignment and monitoring of all fleet vehicles required to support all operations and functions of the Authority.
- The AGMA&S shall be responsible, along with the Personnel Services Administrator for the hiring, training and administration of all human resources functions and programs in compliance with federal and Guam law.
- The AGMA&S shall provide complete and timely reports on the administrative and support functions to the General Manager and the CCU.
- The AGMA&S may be appointed to serve as Acting General Manager for the Authority from time to time.
- The AGMA&S shall perform such other duties assigned by the General Manager.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITY:**

- Knowledge of best practices in customer service, information technology support, procurement and supply, equipment fleet and staffing support functions related to facilities and infrastructure systems; procurement rules and regulations; information technology systems and development, deployment and maintenance; human resources practices and procedures, administration, training and development.
- Knowledge of personnel administration, internal and external customer service, office administration and utility organization.
- Knowledge of facilities management and facilities operations support systems for water and wastewater utilities.
- Knowledge of information technology, data processing, and financial management and support hardware and software systems.
- Knowledge of the procurement code, principles, practices, warehousing, inventory and supply chain management for utilities operations and support.
- Knowledge of management techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Knowledge of the utility's organization and operations and ability to anticipate the consequences of the utility's policies and practices within the economic, social and cultural structure of its service area.
- Ability to analyze and evaluate statistical and financial data, conduct and direct research, and develop alternatives and recommendations.
- Ability to communicate effectively with management and subordinates, both orally and in writing to convey logic and rationale ideas, objectives, consequences.
- Ability to establish and implement effective operational programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Ability to perform a broad range of managerial responsibilities over others.
- Ability to handle a variety of issues with tact and diplomacy and in confidential manner.
- Ability to induce effective employee performance to maintain high level of morale, performance, training and safety.
- Ability to understand and support water and wastewater systems repair and maintenance programs.
- Ability to recommend and implement changes in policies, procedures, materials and equipment to enhance program effectiveness.



**WORK ELIGIBILITY**

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

**EDUCATION:** Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: "(c) All new employment in the service of the government of Guam *shall* have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

Applicants claiming degrees or credit hours are required to provide a copy of their college transcript.

**DRUG SCREENING:**

Applicants conditionally selected for this position shall undergo and pass a urinary screen for illegal drugs pursuant to GWA's Drug-Free Workplace Program policy prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the Drug Free Workplace Policy or refuse to take the mandatory drug test will be disqualified and any offer of the employment will be rescinded.

**PROHIBITION:** Pursuant to Public Law No. 28-98: "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

**PREFERENCE POINTS:**

Veterans Preference: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military Discharge form). Those claiming Veteran's Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

Disability Preference: Applicants claiming disability preference must obtain a form from this office and submit it with the required certification signatures.

**DOCUMENTATION REQUIRED:** Your selection will be **conditional** pending the submission of a recent valid police and court clearance, and taking and passing a drug test. The Human Resources department will advise you of these requirements once you have been conditionally selected. You will have five (5) business days from the date of your Notice of Conditional Employment to submit the mandatory police and court clearances that are not older than thirty (30) calendar days from the date of your notice. The cost to obtain the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date above criteria. If you do not have any convictions or conditions that would warrant rescinding the job offer, and you pass the drug test, you may be notified of your start date.

**HOW AND WHERE TO APPLY:**

Applicants must submit an Application for Employment form to the Personnel Services Division – Human Resources Section Gloria B. Nelson Public Service Building, 688 Route 15, Mangilao, Guam 96913 by 5:00pm on the job vacancy announcement closing date. For more information call the Personnel Office at 671-300-6076/5/4 or visit our website at [www.guamwaterworks.org](http://www.guamwaterworks.org) to view the job announcement and to download the employment application.

  
Miguel C. Bordallo, P.E.  
GENERAL MANAGER 

**"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"**