



GUAM WATERWORKS AUTHORITY

PERSONNEL SERVICES DIVISION
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913
Phone: (671) 300-6076/5/4/3

JOB ANNOUNCEMENT

(In-House)

Guam Waterworks Authority is accepting applications to establish a list of eligibles for:

Position Title: Administrative Officer	Announcement Number: EOE 024-2019
Salary: MINIMUM: I4-D \$20.55/hour; \$42,747.00 PER ANNUM MAXIMUM: I5-D \$21.39/hour; \$44,483.00 PER ANNUM	Open Date: March 11, 2019 Closing Date: March 22, 2019

MINIMUM QUALIFICATIONS:

- A. One year experience in staff administrative work and graduation from recognized college or university with Bachelor's degree in public or business administration or related fields; **OR**
- B. Any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.

NATURE OF WORK IN THIS CLASS:

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

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.)

- Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.
- Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.
- Prepares work requests and purchase requisitions for office supplies, materials and equipment.
- Interprets and explains administrative policies, rules, and procedures to employees and supervisors.
- Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.
- Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of general administrative processes and office management practices.
- Knowledge of management principles, practices and techniques.
- Ability to make work decisions in accordance with established laws, regulations and other program guidelines.
- Ability to analyze work problems having an administrative aspect and recommend solutions.
- Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.
- Ability to supervise the work of others.
- Ability to prepare fund status reports.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports

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.

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 to view the job announcement and to download the employment application.


Miguel C. Bordallo, P.E.
GENERAL MANAGER 

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"