

KUMISIÓN I FINO' CHAMORU YAN I FINA'NÁ'GUEN I HISTORIA YAN I LINA'LA' I TAOTAO TÁNO'

(Commission on CHamoru Language and the Teaching of the History
and Culture of the Indigenous People of Guam)

Building E, #107 Mariner Avenue, Tiyán, Guam 96913
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JOB ANNOUNCEMENT

To Establish a list for the position of

Administrative Officer

(Unclassified Appointment)

OPEN: October 14, 2022 Continuous until Filled

Who Can Apply

Open to the public

Qualification and Education Requirements

at least one year of experience in staff administrative work with Government of Guam Procurement and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills to manage the procurement process for the Kumision.

Nature of Work

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.

Necessary Special Qualifications

Knowledge of general administrative processes, Gov of Guam procurement rules and regulations and office management practices. Knowledge of the AS-400 system, management principles, GSA requirements and reporting systems. 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.

Illustrative Examples of Work

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 Educational Requirements

All new employment in the service of the government of Guam shall have, as reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Educational Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirement

To validate credentials, you may claim (e.g. High School Diploma, College Transcript, etc.) an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed, and dated. If it is not complete or missing from your application, your application for this position will be rejected.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision 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.

Examination Requirements

Applicants will be rated by the Department of Administration on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone or video conference will be held by the executive committee of the Kumision for all eligible referred via certification.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in Guam as a condition of employment.

Drug Screening

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Position (TDP), failure to submit or pass such a drug test shall be grounds for rescinding the offer of appointment.

Police and Court Clearance Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test. The cost of the clearance is your responsibility. If you have already submitted clearance with your employment application, you will not be required to resubmit as long as it is within the allowed date criteria. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications via email to kumisionchamoru@gmail.com. Applications may also be submitted in person to the Kumision office located in the Bell Tower, Anigua, 2nd floor. For more information call 671-475-0139 or send an email to kumisionchamoru@gmail.com. In addition to this job announcement, employment application forms are accessible to download at the Kumision's website at www.kumisionchamoru.guam.gov

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITION REQUIRING BONAFIDE OCCUPATIONAL QUALIFICATION.

