Revised: 06/07 Class Code <u>0.205</u>

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

IDENTIFICATION I.

Official Position Title: Secretary I Ty		/pist	Official Position No.:	
Job Location: Dep	partment of Chamorro Affairs	Guam Public Library System	Administrative Support Unit	
(Dep	partment/Agency)	(Division)	(Section/Unit)	
Name:				
l	Last	First	Middle Initial	
Pay Grade:	G ⊠ Classified	☐ Unclassified	☐ Position Vacant	
Supervisor:				
	(Name of Direct Supervisor)		Title of Supervisor	

II.	DESCRIPTION OF DUTIES
Duty NO. or %	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.
of Time	(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.(2) Percentage of time and show % for each (total % equals 100%).(3) Order of importance, beginning with the most important.
	Mark ($\sqrt{\text{ or X}}$) one format only: \square (1), \square (2), \square (3)
80%	Work closely with Director and GPLS Board; taking official minutes of meeting and utilizing dictating machine and summarizing said proceedings and the recommendations of the Board using judgment with correct grammar, punctuation, and format.
	Maintains and prepares documents for the Library Board meetings, including Minutes of Meeting, Agendas, reports for the Board, including scheduling Board meeting per Open Government Law and informing the Board of meetings.
	Conducts research necessary for Board's actions; including drafting Board resolutions or other documents for submission to Legislature, oversight Committee Chair, or other government agencies.
	Receives and reviews incoming mail and input into computer for data referral; routes mail to proper division or individual; process outgoing mail/documents and assist runner or person assigned doing errands ensuring documents are acknowledged by proper department; follow up documents as assigned by Director or Supervisor, for example, documents that require Governor's signature for Department.
	Sets up and maintains standard office files and records; takes inventories and orders office supplies; processes requisitions, personnel and other records and forms; relieves supervisor of clerical details on minor administrative matters.
	Types reports, correspondences, and other materials involving considerable use of judgment as to form, arrangement, and spacing; makes extensive changes under general instruction.
	Schedules appointments and meetings and maintains appointment calendar for Supervisor.
	Answers phone calls; receives/greets visitors and complaints; answers inquiries and determines problems; assigns to appropriate division within department or to individual to resolve problem or complaints; and provides general information about the department.
	Maintains official department website providing updates for financial reports as required; and updates with regards to upcoming special library events, meetings and past events.
	Drafts and prepares in final form a variety of correspondences, reports, and other materials, and as directed by Director or Supervisor.
	Develops and implements procedures for expediting the flow of clerical work; sets up and maintains a variety of office records and reports; collects and organizes data and material for a variety of routine administrative reports; devices varied office forms and documents.
	Review reports, correspondences and other materials for correct grammar, punctuation and correctness and makes or recommends changes.

	Takes care of various details so that the supervisor may make maximum effective use of time without unnecessary delay or interruption		
	Assists Director, Supervisor, and Library Board with special projects and performs other administrative duties as requested using own judgment, including media releases in draft and final form using proper grammar.		
	Performs related duties as required.		
400/	AMALA 16 - 184 - 11 -		
10%	Website/Media Liaison for department with the Department of Administration DATA and coordinating with DATA for requests from		
	Library regarding any computer problems with Main and branch libraries and following through until problems are resolved; and coordinating with branch libraries to resolve problems.		
8%	Fiscal		
	Assists in monitoring inventory movement, completes inventory transfer, survey of office/custodial equipment, and office furniture for the Department.		
	Coordinates office matters with other government agencies to ensure requests are promptly processed.		
	Requests for quotations per Government Procurement Law for requisition processing adhering to required specifications.		
	Assists in processing requisitions to be submitted to General Services Agency.		
	Requests for price quotations from local or off-island vendors when procuring supplies, equipment or services. Follow up on vendor payments with Department of Administration, Accounting Office.		
	Assist in securing GPLS monies from fines, fees, etc., before deposits are made to Treasurer of Guam.		
	Alternate Timekeeper: Prepares the GPLS employee timesheet and processing into the AS400 for submission.		
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be		
	performed, as assigned.		
1%	Pursuant to Public Law 29-35 as follows: an act to add a new §80127 to Chapter 80, Title 5, Guam Code Annotated, relative to reserving the Hagatna Library Parking Lot for the exclusive use by library employees and patrons. § 1 Enforcement of the provisions herein this Section shall be the responsibility of the Guam Police Department; however, the Chief of Police may authorize any employee(s), designated by the Director to issue citations for violation of this Section.		
1%	Participates in continuing education opportunities, such as seminars, conferences and workshops.		
III.	CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.		
A. W	ithin your department / agency. Mark (X or √) one box:		
	None Up to 15% of total working hours		
	☐ 15 – 50% of total working hours ☐ Over 50%		
	utside your department / agency. Mark (X or $$) None \boxtimes Up to 15% of total working hours		
	☐ 15 – 50% of total working hours ☐ Over 50%		
IV.	SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or $\sqrt{\ }$) one correct response.		
	Detailed and specific instructions / procedures received or followed for each assignment.		
	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.		
	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)		
	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)		

Numb	er Supervised		Position Title		Description of	Responsibilities	
	employees sup	ervised, their pos	ition titles, and a brief desc	ription of the	ir responsibilities.		
٧.	SUPERVISION	EXERCISED:	The employee/jobholder	supervises	other employees.	List the number	of

Number Supervised	Position Title	Description of Responsibilities
N/A		

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Computer/Printer	65%
Transcribing Machine	15%
Telephone	10%
Copier	5%
Fax Machine	3%
Calculator	2%

VII.	JOB	REQL	UIREMENTS	ì

Mark ($\sqrt{}$ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and			
how much (in months and/or years). If none, mark ($\sqrt{\text{or } X}$) "No work experience require	ed."		
☐ No work experience is required.			
General: Three (3) years of progressively responsible typing, office and clerical work, 6			
months in the operation of word processing equipment and graduation from high school.			
Specialized:			
Supervisor / Management:			
If no work experience is required, list the knowledge, abilities and skills a qualified applicant perform the essential job functions.	needs before employment to		
Skill in taking and transcribing a variety of oral dictation involving complex business material at a pe required.	prescribed rate of speed may		
· ·			
Skill in typing at a prescribed rate of speed.			
Ability to communicate effectively, orally and in writing.			
Ability to work effectively with employees and the public.			
Knowledge of word processor capabilities.			
Knowledge of standard business English, spelling, punctuation and grammar.			
Ability to interpret and apply pertinent organizational and procedural guidelines and requirements.			

2.	FORMAL EDUCATION OR TRAINING:
	Mark ($\sqrt{\text{ or } X}$) the most applicable education level required.
a.	☐ Below High School – Show Number of Years
b.	☐ High School Graduation / GED
C.	☐ Vocational / Technical School
	Show specific training that is required by this position.
-	
-	
d.	☐ Some College
	Show number of Semester Hours or Quarter Hours
	Show specific courses required by the essential functions of this job.
-	
-	
e.	College Degree (Show major area of study required.)
O.	
	Associate's : Bachelor's:
	☐ Master's:
	Beyond Masters:
3.	CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.
4.	LICENSE, REGISTRATION OR CERTIFICATION: List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1M		propriate physical requirement(s) for the job.
	Sitting	The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
	Sitting	Employee is required to sit for extended periods or time without being able to leave the work area.
\boxtimes	Sitting/Standing/Walking	The employee is required to sit, stand, walk most of the time.
	Climbing	Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
	Lifting	Employee is required to raise or lower objects from one level to another regularly.
	Pulling and/or Pushing	The job requires exerting force up to pounds on a regular basis to move the object to or away from the employee.
	Carrying	The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
	Reaching	The employee is regularly required to use the hands and arms to reach for objects.
	Stooping and Crouching	The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
	Speaking	The job requires expressing ideas by the spoken word.
	Listening	The job requires the perception of speech or the nature of sounds in the air.
	Other	Describe the requirement.
2. M	ark (√ or X) the most app	propriate mental / visual requirement for the job.
2. M		propriate mental / visual requirement for the job. cal requirement for machine operators, office staff, etc.)
	General Intelligence (typic	
	General Intelligence (typic Motor Coordination Skills	al requirement for machine operators, office staff, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har	al requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica	cal requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica	ral requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ads, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica Numerical Intelligence (typical	ral requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ads, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica Numerical Intelligence (typical	ral requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ads, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica Numerical Intelligence (typica Other:	al requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) Inds, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.) Dical for an accounting clerk, cargo checker, etc.)
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica Numerical Intelligence (typica Other:	al requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ads, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.) bical for an accounting clerk, cargo checker, etc.) work environment and the weather exposure.
	General Intelligence (typic Motor Coordination Skills Coordination of Eyes, Har Verbal Intelligence (typica Numerical Intelligence (typica Other:	al requirement for machine operators, office staff, etc.) (typical for automotive mechanic, painter, etc.) ads, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) I for counselors, customer service representatives, etc.) bical for an accounting clerk, cargo checker, etc.) work environment and the weather exposure. ypical workday is spent.
	General Intelligence (typical Motor Coordination Skills) Coordination of Eyes, Harm Verbal Intelligence (typical Numerical Intelligence (typical Numerical Intelligence (typical Numerical Intelligence) Other: Show what percent of a typical (Select one response only numerical Intelligence)	work environment and the weather exposure. work devironment and the weather exposure. ypical workday is spent. y) ble temperature-controlled environment (for instance, in an office).
3. Ti	General Intelligence (typical Motor Coordination Skills) Coordination of Eyes, Harm Verbal Intelligence (typical Numerical Intelligence (typical Numerical Intelligence (typical Numerical Intelligence) Other: Show what percent of a typical (Select one response only numerical Intelligence)	work environment and the weather exposure. ypical workday is spent. yy)
3. Ti	General Intelligence (typical Motor Coordination Skills) Coordination of Eyes, Hare Verbal Intelligence (typical Numerical Int	work environment and the weather exposure. work devironment and the weather exposure. ypical workday is spent. y) ble temperature-controlled environment (for instance, in an office).

4. (Other	physical working conditions			
	\square Mark (X or $\sqrt{\ }$) if none of the following is applicable.				
	Show what percent of a typical workday this position is exposed to:				
	%	Vibration (i.e., operating jackhammer, impact wrench).			
l	%	Noise (Exposure at a level enough to cause bearing loss or fatigue)			
	%	An improperly illuminated or awkward and confining work space.			
	%	Working above ground level where the chance of falling exists scaffolding).	(i.e., on ladders, rooftops, bucket trucks,		
	%	Heat. Describe source and degree of high temperature.			
		-			
		Cold. Describe source and degree of cold temperature:			
	%				
	%	Other hazards. Describe:			
5. I	Descr	ibe the working conditions that are irregular or unusual for the	ob and show frequency of exposure.		
		Mark (X or $\sqrt{\ }$) if not applicable.			
		CONDITION	FREQUENCY OF EXPOSURE		
C. 1	Work	Schedule/Hours – Mark ($\sqrt{\ }$ or $\ $ X) the most appropriate work schedule.	ule/hours for the job.		
\boxtimes	Re	gular – Standard Eight (8) hours daily, Monday – Friday (not to exce	ed 40 hours per week)		
	Irre	gular – Shift work – A 24-hour work operation.			
	Re	gular / Irregular – Overtime hours with overtime pay entitlement			
	Sta	te Purpose and Total Hours required per pay period:			
	Re	gular / Irregular - Overtime hours without overtime pay entitlement			
	Sta	te Purpose and Total Hours required per pay period:			
The	inforn	ation given on this position is complete and correct.			
		Signature of Employee	Date		
		dignature of Employee	Dale		

VIII. SUPERVISOR'S REVIEW IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor Has the employee correctly stated his or her official payroll position title? □ No ☐ Yes (2)If not, what is the correct title? Testing b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? ☐ Yes □No If not, what additions, deletions or corrections should be made? (Refer to block and page) (2)What positions under your supervision perform the same essential functions Give name and title: C. Title Name None d. Does this position require (mark one) ☐ Immediate supervision on a regular basis, Little immediate supervision. Does the employee participate in (mark those appropriate) the e. ☐ Formulation, ☐ Interpretation, and/or ☐ Application of Agency/Department policy. Give examples: Abide with the GPLS rules and regulations as stipulated in the GPLS Board Manual. The employee (mark one) Performs routine, well-defined tasks, Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or Performs complex tasks requiring extensive knowledge of Agency's/Department's work. I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Date

Date

Signature of Immediate Supervisor

Signature of Department/Agency Head

Human Resources Office Review:

IX.