

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Administrative Officer</u>	Official Position No.: _____
Job Location: <u>DCA - Guam Public Library Systems - Administrative Support Unit</u> (Department/Agency) (Division) (Section/Unit)	
Name: _____ Last First Middle Initial	
Pay Grade: <u>L</u> [X] Classified [] Unclassified [] Position Vacant	
Supervisor: _____ (Name of Direct Supervisor)	_____ Title of Supervisor

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (√ or X) one format only: [] (1), [X] (2), [X] (3)</p>
50%	<p>Budget and Fiscal Account Control:</p> <p>Administer the administrative services funds for GPLS including personnel and training, budget preparation, funds management and procurement.</p> <p>Coordinate and formulate the Hagatna Library and branch libraries namely Agat, Merizo, Yona, Dededo and Barrigada's annual budget and complete revisions, modifications and adjustment necessary for operational needs as stated in Public Law 28-50 §80125.</p> <p>Complete the analysis of funds available for all accounts to effectively maintain a high standard of fiscal management control.</p> <p>Prepare and maintain effective and accountable control of local appropriations; Federal Grants such as Institute of Museum and Library Services (IMLS); Department of Interior (DOI) and the U. S. Department of Agriculture Grants.</p> <p>Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement office and other agencies involved in the activities of the department (GPLS).</p>
20%	<p>Reports, Policies and Procedures:</p> <p>Prepare quarterly reports of all accounts under the current budget year and prepare specific account reports as needed for effective management review and quarterly reports of IMLS Grants.</p> <p>Coordinate with division supervisors on matters pertaining to funding requirements, administrative policies, contracts and maintenance work, equipment and supplies in an expedient manner.</p> <p>Prepare drafts of Executive Order, legislation or Memorandum of Understanding as requested by the GPLS Board on matters pertaining to Gifts/Donations, Bookmobile Foundation, etc.</p> <p>Prepare projection analysis report as requested by BBMR or Chairman, Committee on Ways and Means.</p> <p>Assist the Director in developing research, training, and developmental grants such as Youth Literacy Program and Information Highway for the Elderly.</p>
19%	<p>Administrative Operation and Coordination:</p> <p>Prepare staffing pattern independently to reflect current changes in insurance rate and employees' status and update as necessary.</p> <p>Prepare correspondence for management and present oral or written communication on various operational and administrative related issues, in coordination with the Territorial Librarian on meetings and negotiations with the least amount of supervision and instruction.</p> <p>Maintain fixed asset inventory and conduct quarterly on-site inspection of equipment for accountability and serviceability to main library and branch libraries.</p>

	On a timely basis, review and recommend to the director approval of requests for the purchase of supplies and equipment and ensure compliance of existing procurement policies.
	Administers the departmental personnel function, including labor relations and payroll processing such as employee timesheets and labor costs, prepare reports and analysis for the director's review.
	Participates with the interview process of potential new hires and recommends the selection for the director's approval
	Certifying Officer for GPLS.
	In the absence of the Director or Library Technician Supervisor oversees the library services operations.
	Training Liaison Officer for GPLS.
	EEO Coordinator for GPLS.
	Energy Conservation Officer for GPLS.
	Perform related duties as required.
9%	Supervision of Administrative Support Unit
	Supervise (4) clerical staff as follows: Administrative Assistant; Secretary I (Typist); Administrative Aide and Clerk Typist III. Also supervise (1) Bookmobile Driver; (1) Building Custodian Leader and (5) Building Custodians;
	Supervises the work of support staff either directly or through the administrative assistant; plans, directs and reviews and evaluates the work of the staff.
	Administrative Assistant: Assist in the preparation of direct payments, journal vouchers, annual budget, quarterly reports, processes invoices for payment, alternate training liaison officer, communicates with accounting office regarding payment due to vendors, communicates with GSA buyer on pending purchase orders, requests from Vendors for price quotations, coordinates with Department of Public Health and Social Services regarding the AED equipment and provides reports and assists in the preparation of modification of accounts, alternate time keeper for GPLS, assists in the monthly revenue collection report. Responsible for all of the department's fixed assets as well as the alternate property officer. Participates in the implementation and coordination of all capital improvement projects. Collects and analyzes personnel data and performs research relative to leave balances. Compiles and analyzes data for Occupational Safety and Health report annually. Composes and prepares correspondence and other materials for Administrative Officer's review and Director's signature. Prepares and maintains files on all Fixed Assets for department and library branches.
	Secretary I (Typist): Transcribes Minutes of GPLS Board meeting, prepares Board Agenda and Board packet as necessary for the library Board, responsible for media meeting notices, informing Board of important notices, etc., conducts research necessary for Board's actions; drafts Board Resolutions for submission to the Board, Governor's Office, oversight Chairperson for Committee on Education, or any government agencies as required; coordinates library events including preparation of media releases of said events such as the library branch reopening, National Library Week, Summer Reading Program, etc., maintains and prepares the Guam Public Library System employee timesheet and processing into the AS-400 for submission to the Department of Administration; responsible for securing GPLS monies from fines, fees, etc., before deposits are made to Treasurer of Guam, handles all incoming mail and directs to proper department unit and ensuring supervisor is made aware of urgent matters requiring immediate attention; assists in processing outgoing mail/documents ensuring it is directed to the proper agencies; handle the director's or supervisor's appointment schedule and inquiries ensuring all patrons are tended to including the general public; handles public conference room and scheduling; assists in procurement such as requesting price quotations from local vendors for supplies; equipment or services; assists in processing requisitions to GSA; assists in receiving and processing orders and verification of the same; assists in following up vendor payment with DOA Accounting; assists Director and/or Supervisor in staff meetings and the day-to-day requirements, and other duties as required.
	Clerk Typist III: Prepares direct payments, journal vouchers, assist in the preparation of the annual budget, quarterly reports, processes invoices for payment, communicates with accounting office regarding payments due to vendors, communicates with GSA buyer on pending purchase requests from vendors for price quotations; answers and directs telephone calls to appropriate division or person and assist in the revenue collection report. Maintains all vendor files, administrative and budget files. Follow up with vendors are done consistently to ensure that all purchase orders are processed and received in a timely manner. Assist in the processing of requisitions via the AS-400; make all necessary copies before submission to the appropriate department. Receives copies of all executive orders, governor's circulars and memorandums public laws and other documents from various departments and agencies. Each of them are properly documented and filed in the respective file. Prepares the monthly maintenance schedule for the custodial staff. Sends FAX to all village mayors on the monthly bookmobile schedule. Attend workshops as required.
	Administrative Aide: This is clerical and administrative work involved in interpreting and applying appropriate laws, rules, regulations, policies and procedures. Performs same duties as Clerk Typist III.
	*Note: Cross-train the administrative support staff in the day-to-day operations

	<p>Building Custodian Leader: Leads a crew and participates in performing custodial and semi-skilled maintenance work on buildings, office furniture and equipment. Ability to direct and oversee the work of others in a variety of custodial and related cleaning work, such as sweeping and mopping of floors, washing of windows and woodwork; dusting of shelves and furniture; disposing of trash and waste materials and maintaining the grounds. Operates floor scrubbing machines, washing and polishing machines, vacuum sweepers, and other equipment. Ensures that materials are properly maintained and that replacement is available. Enforces safe and sanitary work practices on the job. Maintains records and prepares reports. Ensures that materials and equipment are properly maintained and that replacement is available.</p>
	<p>Building Custodian: Their responsibilities are: Sweeps, mops, scrubs, waxes and polishes floors; cleans, washes bowls, water fountains, and lavatory; provides toiletry supplies for use in lavatory; washes windows, screens, walls and woodwork; collects rubbish and empties wastebaskets; sweeps sidewalks and maintains grounds around building. Replaces washers, nuts, bolts, electric lights and other similar minor repair work. Operates floor scrubbing machines, washing and polishing machines, vacuum sweepers, and other cleaning equipment. Cleans and sanitizes restrooms, disposes of trash and waste materials. Applies safe and sanitary work practices on the job. Applies the standard methods, practices, tools, and equipment involved in building custodial work. Performs arduous physical tasks on ladders and in strained and awkward positions. Skilled in the use and care of building custodial tools and equipment.</p>
	<p>Bookmobile Driver: Performs skilled work in the operation of a bookmobile to and from remote locations. Drives bookmobile to and from assigned locations by practicing safe and defensive driving in order to provide library services to the general public in outlying areas that have no facilities immediately available. Conducts maintenance check on a daily basis and ensures vehicle is operational; cleans and maintains interior and exterior of Bookmobile on a periodic basis. Maintains a daily checklist and log mileage and fuel consumption. Loan and unload books and other material from the Bookmobile in order to keep the transported collection current. Assist in the processing of all returned books or materials from patrons. Assist in processing books to be checked out by patrons.</p>

	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.

I. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:		
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours	
	<input type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%
B. Outside your department / agency. Mark (X or √)		
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	
	<input checked="" type="checkbox"/> 15 – 50% of total working hours	<input type="checkbox"/> Over 50%

II. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor?
Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.)
<input checked="" type="checkbox"/>	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.)

III. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
1	Administrative Assistant	Provide administrative and office support services. Supervision may be exercised over subordinate clerical personnel.
1	Secretary I (Typist)	This is a secretarial work but without the shorthand skills requirement.
1	Clerk Typist III	Complex typing and clerical work.
1	Administrative Aide	This is clerical and administrative work.
1	Bookmobile Driver	Performs skilled work in the operation of a Bookmobile to and from remote locations.
1	Building Custodian Leader	Leads a crew and participates in performing custodial and semi-skilled maintenance work on buildings, office furniture and equipment.
5	Building Custodian	Performs a variety of building custodial and housekeeping work.
(Vacant) 1	Administrative Secretary II	Secretarial work involving the full range of secretarial and office management duties.
(Vacant) 1	Messenger Clerk	This is routing clerical work which involves the operation of a motor vehicle in the delivery and pick up of official documents, correspondence, documents or supplies,

		using a motor vehicle.
(Vacant) 1	Program Coordinator I	This is routine technical work involved in planning, developing, implementing, and coordinating federally funded or local programs and projects.
(Vacant) 1	Program Coordinator II	This is moderately complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects.

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	90%
Calculator	3%
Copier	1%
Fax Machine	1%
Telephone	5%

VII. JOB REQUIREMENTS

[] Mark (√ 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 (√ or X) "No work experience required."	
[] No work experience is required.	
General: Knowledge of the principles, practices and techniques of public administration. Ability to administer management services, including budget preparation of funds management, personnel and procurement.	
Specialized: Administers the administrative services functions for the department including personnel and training budget preparation, funds management and procurement.	
Supervisor / Management: Supervision may be exercised over subordinate clerical, custodial and other administrative staff support personnel.	
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.	
Ability to estimate the time and materials needed for work projects.	

Ability to communicate effectively, orally and in writing.	
2. FORMAL EDUCATION OR TRAINING:	
Mark (✓ or X) the most applicable education level required.	
a. <input type="checkbox"/> Below High School – Show Number of Years	
b. <input checked="" type="checkbox"/> High School Graduation / GED	
c. <input type="checkbox"/> Vocational / Technical School	
Show specific training that is required by this position.	

d. <input type="checkbox"/> Some College	
Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.	
Show specific courses required by the essential functions of this job.	

e. College Degree (Show major area of study required.)	
<input type="checkbox"/> Associate's : _____	
<input type="checkbox"/> Bachelor's: _____	
<input type="checkbox"/> Master's: _____	
<input type="checkbox"/> Beyond Masters: _____	
3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.	
Knowledge of the principles, practices and techniques of public administration.	
Ability to administer management services, including budget preparation and funds management, personnel management and procurement.	
Ability to make work decisions in accordance with appropriate program guidelines.	
Ability to interpret and apply pertinent program guidelines.	
Ability to evaluate management services effectiveness and recommend or initiate changes in policies, procedures and program requirements to improve effectiveness.	
Ability to work effectively with the public and employees.	
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:

1. Mark (✓ or X) the most appropriate 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.
- 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.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other:

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- 100 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- _____% Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- _____% Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- _____% Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

[] Mark (X or √) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- ____% Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- ____% Vibration (i.e., operating jackhammer, impact wrench).
- ____% Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ____% An improperly illuminated or awkward and confining work space.
- ____% Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- ____% Lifting or carrying items or objects. Describe item/object and weight:

- ____% Heat. Describe source and degree of high temperature.

- ____% Cold. Describe source and degree of cold temperature:

- ____% Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[] Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

[X] Regular – Standard Eight (8) hours daily, Monday – Friday (not to exceed 40 hours per week)

[] Irregular – Shift work – A 24-hour work operation.

[] Regular / Irregular – Overtime hours with overtime pay entitlement

State Purpose and Total Hours required per pay period:

[] Regular / Irregular – Overtime hours without overtime pay entitlement

State Purpose and Total Hours required per pay period:

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? [] Yes [] No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [] Yes [] No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
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d.	Does this position require (mark one) [] Immediate supervision on a regular basis, [] Immediate supervision only for new/complex tasks, or [] Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the [X] Formulation, [X] Interpretation, and/or [X] Application of Agency/Department policy. Give examples: _____ _____ _____								
f.	The employee (mark one) [] Performs routine, well-defined tasks, [] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [X] 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.

Signature of Immediate Supervisor

Date

Signature of Department/Agency Head

Date

