Revised: 06/07 Class Code <u>9.537</u>

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title:			Official Position No.:
Job			
Location: Dep	artment of Chamorro Affairs	Guam Public Library System	Administrative Support Unit
	(Department/Agency)	(Division)	(Section/Unit)
Name:			
L	_ast	First	Middle Initial
Pay Grade: F	_ ⊠ Classified	☐ Unclassified	□ Position Vacant
Supervisor:			
	(Name of Direct Supervisor)		Title of Supervisor

<u>II.</u>	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 (√ or X) one format only: □ (1), ⊠ (2), ⊠ (3)
60%	Vehicle: Operates a large automotive equipment to transport books and one library technician to and from their predetermined locations.
2%	Daily safety check of bookmobile . Check the gauges of oil, fuel and radiator level. Check the condition of tires. Check all of the vehicle lights. Check and verifies if all of the following are in proper working order: horn, brake, Signal lights and steering. Completes daily checklists and logs (e.g., mileage, fuel, etc.) and submits to supervisor periodically.
10%	Ensures a safe and clean environment in the Bookmobile at all times. Ensures discipline and safety in the Bookmobile and outside while parked at a location. Applies safe and sanitary work practices on the job. Promotes safety signs throughout the bookmobile, setting up "Caution" and "Warning," signs notifying patrons and employees of hazards. Submits reports/recommendations to GPLS Director or Supervisor when necessary. Washes, vacuums and dusts the vehicle.
1%	Notification of Repair or Maintenance. Responsible for the routine maintenance of the Bookmobile. Notifies Matson of any repair or major maintenance required. Prepares weekly reports to Matson on mileage, diesel and oil usage.
2%	Library Services: Provides library services to communities by driving bookmobile or the Outreach Van to scheduled stops and/or delivering materials.
2%	Community Outreach: Attends outreach events (Expos, festivals, parades, tours, etc.) to represent the library, and inform or educate the community about library services.
2%	Assisting Library Technicians: Assist library technician on the processing of returned books, filing books or magazines. Assist library technician with re-shelving books after it has been checked in. Scheduled to work every other weekend at the Hagatna main library with the circulation desk to better familiarize with the processes of books. Files patron applications in alphabetical order. Performs fast-add onto GPLS Horizon Database as required. Access the Horizon Database to process incoming materials.
2%	Other Duties: Provides courier services for the Guam Public Library Service administrative unit and technical processing division to deliver monthly processed library materials and retrieve requested library materials from branch libraries' for patrons, bookshelves, furniture's, office supplies, etc. to respective branch libraries. Attends monthly staff meetings. Represent GPLS in governmental committees or task force.

	NON-ESSENTIA performed, as a	AL OR ADDITIONAL FUNCTIONS: List duties and a ssigned.	responsibilities not listed above that may be	
5%	Knowledge of the traffic laws, regulations and safe driving practices.			
1%		ffectively with the public and employees.		
1%		unicate effectively, orally and in writing.		
10%	returned library acquaints new p library collection	Accommodates and has been trained in circulation duties such as: checks library materials in or out; shelves returned library materials. Issues and processes library card application according to GPLS library policy; acquaints new patrons with library and procedures; access the GPLS Horizon Database to perform Fast-Add on library collections, patron's applications, on-line catalog, and circulation check in and checkout-; files patron's applications, catalog cards and book cards.		
1%	Pursuant to Pub Annotated, relat patrons. §1 .,. E Department; how for violation of the	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 c	continuing education opportunities, such as seminars, o	conferences and workshops.	
III.	CONTACTS:	Departments, agencies and individuals you deal with d	uring the course of your daily activities.	
i 		ment / agency. Mark (X or √) one box:	<u> </u>	
] None	☐ Up to 15% of total working hours		
			Over 50%	
	utside your depar] None [tment / agency. Mark (X or √) ☐ Up to 15% of total working hours		
			☐ Over 50%	
IV.	IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.			
	Detailed and sp	ecific instructions / procedures received or followed for	r each assignment.	
\boxtimes	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures			
	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.)			
V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.				
Numl	ber 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
Bookmobile	85%
Computer	5%
Typewriter	5%
Sensitive machine	5%

VII. JOB REQUIREMENTS ☐ Mark (√ or X) here if jobholder is unable to complete this section. complete this section for the jobholder.	The direct supervisor will then
A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience a must have before employment.	nd training a qualified applicant
 WORK EXPERIENCE: List the general, specialized and/or supervisory / manageme how much (in months and/or years). If none, mark (√ or X) "No work experience requ 	
☐ No work experience is required.	
General: One year experience in the operation of large automotive equipment; or any equivalent combination of experience and training which provides the minimum knowledge abilities and skills.	
Charielizad, Deceasion of a valid shouttow's license	
Specialized: Possession of a valid chauffeur's license	
Supervisor / Management:	
- Caporrioon, managemona	
If no work experience is required, list the knowledge, abilities and skills a qualified application perform the essential job functions.	nt needs before employment to
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.	
Show specific training that is required by this position.	

d.	d. Some College		
	Show number of Semester Hours or Quarter Hours		
	Show specific courses required by the essential functions of this job.		
	·		
-			
	0 0 /0		
e.	College Degree (Show major	r area of study required.)	
	Associate's :		
	Bachelor's:		
	Master's:		
	Beyond Masters:		
3.	CRITICAL SKILLS / EXPER	TISE: List specialized skills or specialization needed to perform essential functions.	
4.	LICENSE, REGISTRATION List possession of required lie	OR CERTIFICATION: cense, professional registration/certification needed to perform essential functions.	
Po	ssession of a valid chauffer's I		
В.	MENTAL/VISLIAL DHY	YSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:	
1.		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.	
\triangleright	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.	
\triangleright	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).	
\boxtimes	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.	
\triangleright	Crawling	Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.	
\triangleright	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. Ma	ark (√ or X) the most a	ppropriate mental / visual requirement for the job.
		ical requirement for machine operators, office staff, etc.)
	Motor Coordination Skill	s (typical for automotive mechanic, painter, etc.)
\boxtimes	Coordination of Eyes, Ha	ands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
	Verbal Intelligence (typic	cal for counselors, customer service representatives, etc.)
	Numerical Intelligence (t	ypical for an accounting clerk, cargo checker, etc.)
	Other:	
3. Th	<u> </u>	e work environment and the weather exposure.
	Show what percent of a (Select one response o	typical workday is spent. nly)
<u>10</u> %	Indoors in a comfort	able temperature-controlled environment (for instance, in an office).
	% Indoors in a non-ter etc.)	nperature-controlled environment (such as an open garage, storerooms and warehouses,
	% Outdoors exposed to	changing weather conditions (for instance, rain, sun, wind, etc.)
<u>90</u> %		enclosed vehicle protected from extreme weather conditions.
4. Ot	her physical working co	
		ne 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., opera	ting jackhammer, impact wrench).
	% Noise (Exposure at	a level enough to cause bearing loss or fatigue).
	% An improperly illuming	nated or awkward and confining work space.
	Working above gro scaffolding).	und level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks,
9	6 Lifting or carrying ite	ms or objects. Describe item/object and weight:
	% Heat. Describe soul	rce and degree of high temperature.

	% Cold. Describe source and degree of cold temperature:		
	% Other hazards. Describe:		
5. De	escribe the working conditions that are irregular or unusual for the j	ob and show frequency of exposure.	
	☐ Mark (X or √) if not applicable.		
	CONDITION	FREQUENCY OF EXPOSURE	
C. Work Schedule/Hours – Mark ($\sqrt{\text{or } X}$) the most appropriate work schedule/hours for the job.			
	Regular – Standard Eight (8) hours daily, Monday – Saturday (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 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: GPLS Board Policy on the usage of resources on board the bookmobile. 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. Signature of Immediate Supervisor Date

Date

Signature of Department/Agency Head

Human Resources Office Review:

IX.