

PUBLICATION COORDINATOR**NATURE OF WORK IN THIS CLASS:**

This is a responsible work involved in the compilation, printing and distribution of laws, administrative rules and court reports of Guam.

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 distribution of all Guam Codes and other publications for on/off island subscribers; sorts, packages, labels and weighs all publications for mail processing.

Compiles laws, administrative rules and court reports for printing and publication; proofreads updated information for printing.

Coordinates the invitation for competitive bids, secures price quotations, prepares and analyzes bid tabulation for compliance with specifications for printing.

Establishes and maintains bookkeeping records, subscription files and records of publications issued.

Coordinates billing procedures; records, receives and deposits cash with the Treasurer of Guam.

Provides information to private firms concerning availability of publications; compiles information on receipt and disbursement of publication and adjusts inventory records.

Conducts physical inventory of publications.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices, procedures and methods.

Knowledge of the principles and practices of bookkeeping.

Knowledge of recordkeeping and inventory methods and procedures.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

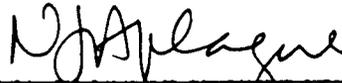
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of experience in administrative support work, including inventory control and recordkeeping and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PAY RANGE: 29

ESTABLISHED: May, 1988



NORMA J. AFLAGUE
Executive Director
Civil Service Commission