

## CHIEF OF ADMINISTRATION

### NATURE OF WORK IN THIS CLASS

Manages a comprehensive administrative services program in the Public Utility Agency of Guam, Department of Public Works, Department of Law and the Department of Revenue and Taxation.

**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.)

Manages the administrative services functions of the department including personnel and training, safety and security, fiscal management, procurement, labor/management, contract administration and other related activities.

Formulates administrative and operational policies and procedures; reviews and evaluates program process and progress; interprets administrative policies and procedures and other guidelines governing management services.

Confers with program administrators and other employees concerning the administrative needs and requirements of pertinent programs, policies, regulations and other guidelines.

Conducts management and personnel studies or surveys to improve management services.

Coordinates the technical administration of management services with Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department.

Provides technical guidance to program administrators in administrative matters and in securing and administering federal grants in aid; assures compliance with local and federal regulations and program guidelines.

Prepares correspondence and reports concerning the administrative operations or related activities of the department.

Represents the director in meetings, conferences and committees.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of modern public personnel administration.

Ability to manage the administrative services division of the Public Utility Agency of Guam, the Department of Public Works, the Department of Law, and the Department of Revenue and Taxation.

Ability to administer management services, including budget preparation, funds management, personnel management, procurement and other related activities.

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

Ability to interpret and apply pertinent program guidelines.

Ability to evaluate management services effectiveness and recommends changes in organization, policies, procedures and program requirements to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare technical reports.

#### MINIMUM EXPERIENCE AND TRAINING

- (a) Four (4) years of progressively responsible experience in management services work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related field; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980  
AMENDED: December 1982  
AMENDED: January 1985  
AMENDED: April 1995

#### HAY EVALUATION

<u>KNOW HOW</u>	<u>PROBLEM SOLVING</u>	<u>ACCT</u>	<u>TOTAL PTS</u>	<u>GRADE</u>
EII3 264	E3 (38%) 100	E1P 132	496	O

  
\_\_\_\_\_  
ELOY P. HARA  
EXECUTIVE DIRECTOR  
CIVIL SERVICE COMMISSION