

BOARD ADMINISTRATOR
Professional Engineers, Architects and Land Surveyors (PEALS) Board

NATURE OF WORK IN THIS CLASS

This is complex administrative work involving the coordination and monitoring of activities relating to the licensing of engineers, architects and land surveyors on Guam.

Employees in this class perform the full range of administrative work, including budget formulation and administration, personnel transactions, and procurement. Supervision may be exercised over lower level clerical and administrative staff support personnel.

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.)*

Administers the administrative services functions for the PEALS Board including personnel and training, budget preparation, travel requests, funds management, and procurement.

Develops, amends, and interprets administrative policies and procedures and other guidelines governing management services of the PEALS Board.

Confers with and provides technical guidance to the Board Chairman concerning administrative needs and requirements pertinent to the PEALS Board.

Reviews applications for engineering, architecture, and land surveying practices in conformance with the requirements, statutes, rules and regulations of the PEALS Board.

Interprets and explains the PEALS Board directives, statutes, rules, regulations, policies and procedures to interested individuals and applicants.

Prepares correspondences and reports concerning administrative operations of the PEALS Board.

Prepares agenda and attends board meetings.

Prepares and transcribes minutes of the PEALS Board meetings.

Prepares and administers qualifying examinations for professional engineers and land surveyors.

ILLUSTRATIVE EXAMPLES OF WORK (Continued)

Prepares rosters of registered Professional Engineers, Architects and Land Surveyors.

Compiles statistics and maintains financial records of activities concerning the PEALS Board.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of public administration.

Knowledge of management principles, practices and techniques.

Ability to administer management services, including personnel management, budget preparation, and procurement.

Ability to make decisions in accordance with established laws, regulations, and other program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to evaluate administrative and management services for effectiveness and recommend or initiate appropriate actions for improvement of such services.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of progressively responsible experience in administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related field; or

- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: **AUGUST 2001**

PAY GRADE: **N**

HAY EVALUATION:	KNOW HOW:	EI2	230
	PROBLEM SOLVING:	E3 (33%)	76
	ACCOUNTABILITY:	D1P	<u>87</u>
			393



LUIS R. BAZA
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Civil Service Commission