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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of **PROPERTY SITE MANAGER (DOA)**

Announcement Number: DOA76-24

Open: January 12, 2024 Close: February 02, 2024

GENERAL PAY PLAN (GPP)

OPEN: P-01; \$67,696 P/A –P-10; \$92,933 P/A

PROMOTION: P-01; \$67,696 P/A –P-18; \$119,315 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Five (5) years of progressively responsible experience in residential, commercial property or real estate management and graduation from an accredited or recognized college or university with a Baccalaureate degree in public or business administration, finance, or closely related fields; or

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

Nature of work

This is complex professional property management work involving the operation, control, maintenance, and oversight of Department of Administration (DOA) real estate and physical property of office space. Employees in this class oversee office space services, coordinate with management agents or service providers, conduct on-site inspections, facilitate office space assets development, and monitor, analyze and present data, and/or reports to ensure compliance with property financing obligations and maintenance requirements.

Illustrative Examples of Work:

Monitors, coordinates, and oversees the physical, fiscal, and regulatory operations of office space assets and site properties. Oversees property management operations to ensure optimum unit performance; tracks occupancy reports; reviews and approves marketing plans, rental rates, and leasing incentives; evaluates property management or service provider performance and recommends corrective action as required; compiles data and presents reports. Conducts site inspections to determine the physical condition and results of property maintenance activities; tracks maintenance issues to ensure they are resolved in a timely and cost-effective manner; determines quality of rent ready units and maintenance group or service provider performance to ensure properties are well maintained and meet property standards; assesses, schedules, and oversees capital improvement and/or maintenance requirements. Monitors the financial status of assigned properties; compares future occupancy projections with past performance; determines utility increases; collects, compiles, and presents rent comparability reports; determines market trends on occupancy levels in comparable office space; complies annual operation budget. Monitors occupancy levels in office space assets and comparable units to ensure a continued awareness of market trends; identifies and resolves occupancy issues. Reviews monthly reports and financial statements for each property; analyzes performance against annual operation budget; researches variances to determine reasons for discrepancies; recommends and initiates operational changes in order to meet performance projections. Performs other related duties as assigned.

Knowledge, Abilities & Skills

Knowledge of the operations, services, and activities of an office space asset or territorial property management program. Knowledge of general accounting and financial principles and practices. Knowledge of principles and practices of leasing and maintaining office space and rental units. Knowledge of the principles and practices of assessing market conditions, trends, unit comparability, and rental rate. Knowledge of personal computers and related software. Ability to interpret and apply pertinent laws, regulations, and policies; and make decisions in accordance with appropriate program guidelines. Ability to gather, analyze, draw valid conclusions and recommend changes in techniques procedures, and practices to enhance effectiveness. Ability to accurately perform mathematical computations. Ability to work independently and accomplish multiple assignments simultaneously. Ability to communicate clearly and concisely, orally and in writing. Ability to work effectively with employees, landlords, and the public. Ability to maintain records and prepare reports.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1128.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

PROPERTY SITE MANAGER (DOA) OPEN COMPETITIVE EXAMINATION

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed; this also applies to employees selected for Test Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment. In addition, persons who have applied for, or are seeking reemployment/reappointment in the government and previously had a non-negative drug test result must meet certain conditions to be re-drug tested for employment. For more information, see **DOA Circular 2023-014** located under the heading, "DOA HR Circulars", on the Resources page of the following website: www.hr.doa.guam.gov/resources.

Police & Court Clearances Requirements

If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews. OUR OFFICE WILL BE ACCEPTING APPLICATIONS ELECTRONICALLY. PLEASE EMAIL YOUR EMPLOYMENT APPLICATIONS TO: doajobs@doa.guam.gov.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


SHANE G.L. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.