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**DEPARTMENT OF
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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

MUSEUM ARCHIVIST

Announcement Number: DOA155-25

Open: April 11, 2025 – Close: May 01, 2025

GENERAL PAY PLAN (GPP)

OPEN: O-01; \$60,875 P/A –O-10; \$83,568 P/A

PROMOTION: O-01; \$60,875 P/A –O-18; \$107,291 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 inquires 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

Three (3) years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or

Five (5) years of experience in records management, library science, museum studies, archival, or historical work; and graduation from a recognized college or university with an Associate's degree in public or business administration or closely related field; or

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

Nature of work

Administers the archival program within the Collection Branch of the Division of the Guam Museum, under the Department of Chamorro Affairs.

Illustrative Examples of Work

Establishes and operates archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to or acquired by the Guam Museum. Responsible for the research and documentation of the museum archives. Responsible for the acquisition and deaccessioning of archival material in all media and controls the flow of catalogued materials in and out of the collection's storage. Responsible for the care and preservation of the archival collection and ensures the maintenance and security of collection. Prepares inventories, indices, catalogs, and other publications resulting from archival research in all media. Responsible for the development, management and operation of the museum resource library. Responsible for public inquiries and requests for archival information and providing public access to archival resources. Consults with Museum Curators as to their need for and use of archival records. Participates in the creation of archival exhibitions and public programs. Responsible for the plans, policies and procedures relevant to the museum archives.

Knowledge, Abilities & Skills

Knowledge of the techniques of selection, evaluation, preservation, restoration, digitization and exhibition of archival materials of all media. Knowledge of the care and preservation of important documents, photographs, artifacts, and other valuable items for permanent storage or display. Knowledge of practices and procedures pertaining to storage and records management. Ability to administer an archival program. Ability to make work decisions in accordance with appropriate program guidelines. Ability to conduct research work regarding museum exhibits and collections for data gathering and information. Ability to research, apply and administer museum grants. Ability to develop new standards and procedures and to recommend changes or improvements in the archival system. Ability to work effectively with the public and employees. Ability to communicate effectively orally and in writing. Ability to prepare reports or publications and maintain records.

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 a 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 475-1141/1128/1132.**

**MUSEUM ARCHIVIST
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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.

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

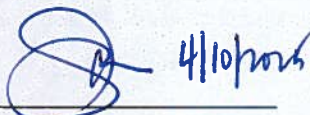
If selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will 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 APPLICATION(S) TO: DOA.JOBS@DOA.GUAM.GOV.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128/1132. 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.



Appointing Authority

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.