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DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'hága)

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Lt. Governor (Sigundo Maga'láhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
LIBRARY TECHNICIAN I

Announcement Number: DOA197-25
(SELECTIVE FACTOR)

Open: May 22, 2025 - Close: June 12, 2025

GENERAL PAY PLAN (GPP)

OPEN: F-01; \$28,269 P/A – F-10; \$38,807 P/A

PROMOTION: F-01; \$28,269 P/A – F-18; \$49,824 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.

SELECTIVE FACTOR

To qualify for this position, you must have "Must have experience and knowledge of the Integrated Atrium and/or Horizon Library System software programs and experience in library archival procedures." in addition to meeting the minimum qualification requirements below.

Qualification Requirements

Two (2) years of public contact work and graduation from high school; or

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

Nature of work

This is entry technical library work involved in the preparation of catalog and shelf list cards and the maintenance of public and union catalogs. Employees in this class performs routine technical duties independently after initial training and works under closer supervision on a variety of more complex developmental assignments.

Illustrative Examples of Work

Records the cataloging of library materials such as pamphlets, cassettes and insignia; sorts materials according to classification code and files materials on shelves; files catalog. Operates the circulation or loan deal such as checks in or out of library materials; helps library patrons to find library materials, collects fines, sends overdue notices to patrons and processes applications for library membership; answers inquiries on library services; interprets to patrons the rules, regulations and policies of the library. Participates in the annual inventory of library materials and equipment. Performs related duties as required.

Knowledge, Abilities & Skills

Ability to understand the clarification scheme of public or union catalog. Ability to learn the policies and procedures of the library service. Ability to file library materials. 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 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.