



HUMAN RESOURCES DIVISION
GUAM DEPARTMENT OF EDUCATION
 501 MARINER AVENUE
 BARRIGADA, GUAM 96913
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JON J. P. FERNANDEZ
 Superintendent of Education

ANTONETTE MUNA SANTOS
 Administrator, Human Resources

August 30, 2019

An Equal Opportunity Employer

ANNOUNCEMENT
Job Announcement No. HRD-062-2019

**DEPUTY SUPERINTENDENT
 OF
 FINANCE AND ADMINISTRATIVE SERVICES**

(Pursuant to P.L. 29-102)

Unclassified Position

OPENING DATE: September 3, 2019 CLOSING DATE: Continuous Until Filled

SALARY: \$110,000.00 Per Annum

The Deputy Superintendent of Finance and Administrative Services is responsible to direct and manage all aspects of the Guam Department of Education (GDOE) financial and administrative support programs. This is a professional administrative work directing the programs and activities of the fiscal accounting and budget management, procurement, personnel, payroll, food and nutrition warehousing, inventory and supplies warehousing, and management information systems of the Guam Department of Education. This position also supervises program administrators in administrative practices to ensure compliance with local and federal regulations, and other program guidelines.

PERFORMANCE RESPONSIBILITIES:

Plans, develops, directs, coordinates, and maintains an integrated financial services program for the Guam Department of Education which supports the Guam Education Board (GEB) and Superintendent's commitment to an integrated financial services program.

Serves as the principal advisor to the GEB and Superintendent in matters related to all financial services management and planning activities.

Directs and provides oversight for the operation of federal programs, business office, procurement, human resources, payroll, insurance and retirement to ensure successful fiscal practices and the integration of shared business processes.

Develops and monitors comprehensive performance measurement and continuous improvement initiatives.

Monitors and tracks the completeness, accuracy, and timeliness of human resources transactions and fiscal data.

Collaborates with the budget, and planning with the Personnel Administrator of Human Resources on all aspects of position management.

Develops and coordinates a customer services vision and action plan so that employees can become good consumers of the available financial products.

Provides financial and human resources transaction data to the GEB, Superintendent, and other agencies.

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Assures that the accounting operation of Guam Department of Education is in compliance with state, federal, and local laws, as well as with generally accepted accounting principles.

Administer a program of employee benefits, including life and health insurance, retirement and as well as monitoring of trust funds such as non-appropriated funds. Provides leadership in developing and recommending to the Superintendent management, budget, payroll, human resources transactions, fiscal, and planning principles and practices.

Coordinates with the internal audit staff to identify any problem areas in financial accountability to take corrective action.

Maintains a close working relationship with financial management officials from other agencies, such as the U.S. Department of Education, other school districts, and local, state, and federal governments. Continuity of usage of Corrective Action Plan (CAP) and validation of in addressing GDOE high risks issues.

Reviews federal, state, and local legislation for impact of Guam Department of Education.

Other related duties.

MINIMUM KNOWLEDGE AND SKILLS:

Knowledge of the principles and practices of public educational supervision and administration.

Knowledge, experience and skill in establishing and operating computerized financial accounting, management and reporting systems.

Knowledge of the theory, principles, standards and practices of governmental and public education institution accounting.

Knowledge of legal requirements with respect to federal grants requirements, guidelines, and compliance, as well the need for quarterly and annual reporting.

Knowledge of the trends, current development, and plans for future developments in public educational finance and accounting.

Knowledge of investment market trends and management of public funds.

Knowledge or experience in negotiating and directing, activities related to obtaining financial reimbursement from federal government programs.

REQUIRED ABILITIES:

Ability to negotiate and direct activities related to obtaining reimbursement from federal government programs, such as consolidated grants, health and nutrition grants, etc.

Ability to administer, plan, direct, and supervise the fiscal/budget management, human resources, procurement and warehousing, facilities and maintenance, and management information systems programs and activities of the Guam Department of Education.

Ability to evaluate program effectiveness, and recommend/implement changes to improve program effectiveness, through assessment, and to gauge program accountability.

Ability to interpret, apply and make decisions in accordance with local and federal laws, rules, regulations, policies and other program guidelines.

Ability to prepare and administer program budget and other general administrative functions and requirements that improves department operations and functions.

Ability to work effectively with employees and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare comprehensive reports.

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EDUCATION REQUIREMENTS:

- A) Four (4) years of experience in upper level business management services, of which supervisory experience in two (2) of the four functional areas in fiscal/budget management; human resources, procurement and warehousing, facilities and maintenance, and/or management information systems, graduation from an accredited college or university with a Master's degree in Business Administration or related field; or
- B) Eight (8) years of experience in upper level management in three (3) of the four functional areas in fiscal/budget management, human resources, procurement and warehousing, facilities and maintenance, and/or management, and graduation from an accredited college of university with a Bachelor's degree in Business Administration or related fields; or
- C) Any equivalent combination of experience and training beyond the Bachelor's degree in education, which provides the minimum knowledge, abilities and skills.

NOTE: The statement herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Department of Education, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Department of Education are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Department of Education must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Department of Education Personnel Rules and Regulations, all applicants selected for appointment in the Guam Department of Education, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

APPLICATION SUBMISSION:

Interested applicants must submit a **GDOE "Application for Employment"** form to the **GUAM DEPARTMENT OF EDUCATION, HUMAN RESOURCES DIVISION**. Applications can be obtained at our office, located on the 1st floor Building B, Tiyan Guam or visit the **Guam Department of Education's website at www.gdoe.net**

APPLICATION DEADLINE:

Applications shall be submitted to the GDOE Human Resources from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Completed applications with supporting documents must be received by the deadline. Off-Island applicants are encouraged to submit applications by Priority Mail.

NOTE: The GDOE Human Resources Division **REQUIRES** the following documents upon submission of the employment application:


- OFFICIAL COLLEGE OR UNIVERSITY TRANSCRIPTS
- THREE (3) ORIGINAL LETTERS OF RECOMMENDATION
- POLICE CLEARANCE, NO MORE THAN THREE (3) MONTHS OLD
- SUPERIOR COURT OF GUAM COURT CLEARANCE, NO MORE THAN THREE (3) MONTHS OLD

Completed applications should be addressed to:

Guam Department of Education
Human Resources Division
Attention: Jon J.P. Fernandez, Superintendent of Education
501 Mariner Avenue
Tiyan, Guam 96913

FOR FURTHER INFORMATION:

If you should have any questions, please call 475-0496 or come by and visit our office.



ANTONETTE MUNA SANTOS,
Personnel Services Administrator
Human Resources