



GUAMCOMMUNITYCOLLEGE

JOB ANNOUNCEMENT

“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: LIBRARY TECHNICIAN I	ANNOUNCEMENT NUMBER: JA#018-19 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: F Open: 1-7; \$23,171 – \$28,964 per annum Promo: 1-18; \$23,171 – \$40,839 per annum	OPENING DATE: April 15, 2019
DIVISION: ACADEMIC AFFAIRS Learning Resource Center	CLOSING DATE: April 26, 2019 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- Two 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.

PLUS PURSUANT TO Public Law 29-13 (c) 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 certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

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:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

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.

MINIMUM KNOWLEDGE, ABILITIES AND 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.

WHO SHOULD APPLY:

Open to the public and Government of Guam employees.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m., of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

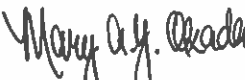

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY


Mary A.Y. Okada, Ed.D.
 President

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