



PUBLIC DEFENDER SERVICE CORPORATION
Government of Guam



TO ESTABLISH A LIST FOR THE POSITION
ADMINISTRATIVE DIRECTOR

Announcement No.: PDSC JA-03-2024

OPENS: July 29, 2024

CLOSES: August 28, 2024

PAY GRADE: S
STARTING SALARY: Steps 1-7 \$87,145 to \$108,931
PROMOTIONAL SALARY: Steps 1 to 18 \$87,145 to \$153,581

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

WHO MAY APPLY	Anyone who meets minimum experience and training requirements. Open to the public and Government of Guam employees.
MINIMUM EXPERIENCE AND TRAINING	(a) Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or related field, and five (5) years of progressive managerial experience in the operations of a government agency; or (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.
NATURE OF WORK	Under the express direction and with the concurrence of the Executive Director, the Administrative Director is responsible for budgeting, staffing, planning, organizing, coordinating and directing activities necessary to ensure the fulfillment of the powers, duties, and missions of the Public Defender Service Corporation (PDSC) Board of Trustees and the day-to-day operations of the Public Defender Service Corporation.
ILLUSTRATIVE EXAMPLES OF WORK	<p>Administers the programs and activities of the Fiscal Division: directs and participates in the Corporation's budget planning, preparation and implementation while ensuring that funds expended are in conformance with established laws, policies and guidelines; appears before governing bodies (PDSC Board of Trustees and Guam Legislature), to justify and secure the funding and budgetary needs of the PDSC; ensures compliance with reporting mandates involving financial and staffing expenditures of the department.</p> <p>Administers the programs and activities of the Personnel Division, which include recruitment, classification and pay, performance standards and evaluations, in-service transactions, employee benefits, training and employee development and other matters under the personnel system.</p> <p>Administers the programs and activities of the Management Information Systems/Computer Division, therein directing and participating in the planning, procurement and utilization of computer hardware/software, networking systems and equipment in order to provide an efficient automation system for the Corporation.</p> <p>Administers the programs and activities of the Management Information Systems/Computer Division, therein directing and participating in the planning, procurement and utilization of computer hardware/software, networking systems and equipment in order to provide an efficient automation system for the Corporation.</p> <p>Administers the programs and activities of the Legal Secretarial, Administrative Support Services, and Records Management and Property Control Divisions, directing and coordinating activities involved in the preparation and maintenance of statistical data relative to caseloads, records, reporting and archiving systems, and property control.</p> <p>Administers the programs and activities of the Investigation and Process Service Divisions, ensuring that duties are carried out in conformance with established laws, policies and guidelines.</p> <p>Formulates administrative and operational policies and procedures; reviews and evaluates program process and progress; interprets administrative policies and procedures and other guidelines governing management services.</p> <p>Communicates and establishes networks with other government agencies and/or business entities (both verbally and in writing), concerning the administrative operations or related activities of the Corporation.</p> <p>As Secretary to the PDSC Board of Trustees (pursuant to the PDSC Board of Trustees Bylaws adopted in March 2005), ensures compliance with legal mandates regarding public notices of government meetings; notifies members as to the schedule of meetings; prepares meeting packets, and distributes these to members; prepares and files electronic records and audio recordings relative to board meetings with the Governor of Guam, the Speaker of the Guam</p>

“AN EQUAL OPPORTUNITY EMPLOYER”

ILLUSTRATIVE EXAMPLES OF WORK (continued)	<p>Legislature and the Office of the Public Auditor; advises the Board of Trustees on policies and procedures concerning the administration of the Corporation; carries out and performs other duties as assigned by the Board of Trustees.</p> <p>As Procurement Officer for the PDSC (designated by the PDSC Procurement Rules adopted on June 22, 2004), ensures compliance with governing laws, rules and procedures in the acquisition of government property, supplies and materials.</p> <p>Performs related duties as assigned/needed, including but not limited to:</p> <p>a). Personnel Specialist functions: in the absence of the department's Personnel Specialist IV, prepares payroll data (i.e., review of timesheets, maintenance of employees' service cards including annual and sick leave accrual, usage and balances, etc.), for submittal to the Fiscal Division, which prepares and processes employees' payroll matters.</p> <p>b). Chief Fiscal Officer: in the absence of the department's Chief Fiscal Officer, provides coverage and assistance to the division (i.e., responding to inquiries involving financial information requested by other government entities, receiving supplies and materials from vendors, ensuring timely payments to vendors and employees, receiving supplies and materials from vendors, etc.).</p>
MINIMUM KNOWLEDGE, ABILITIES AND SKILLS	<p>Knowledge of the principles, practices and methods of public administration as they apply to the PDSC.</p> <p>Knowledge of the principles and practices of supervision and program administration.</p> <p>Ability to administer management support services including budget preparation and implementation, personnel management, procurement, record keeping and other related activities.</p> <p>Ability to evaluate the effectiveness and efficiency of the agency's administrative services, and recommend changes in organization, policies, procedures and program requirements to improve effectiveness and efficiency.</p> <p>Ability to interpret, apply and make decisions in accordance with established laws, rules and regulations, policies and other program guidelines.</p> <p>Ability to work effectively with employees and the general public.</p> <p>Ability to communicate effectively, orally and in writing.</p> <p>Ability to maintain records and prepare reports.</p>
EDUCATION	Applicants claiming college degrees or college credit hours are required to provide a copy of their college transcripts and diplomas.
EVALUATION METHOD	A written test is not required. 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 minimum requirements of the position.
PROHIBITION PURSUANT TO PUBLIC LAW 28-98	No person convicted of a sex offense under the provision of Chapter 25 of Title 9 Guam Code Annotated (GCA), or an offense as defined in Article 2 of Chapter 28 of Title 9 GCA in Guam, or an offense in any jurisdiction which includes at a minimum, all 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.
DRUG SCREENING	Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before 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.
WHERE TO APPLY	You may submit job applications at Public Defender Service Corporation, 779 Route 4 Sinajana during working hours 8:00 am to 5:00 pm, Monday to Friday, or via email: Application and supporting documents must be attached as one file referencing the Job Announcement Number and emailed to Human Resources at fcruz@guampdsc.org . Employment applications are available online at www.guampdsc.org .
FOR MORE INFORMATION	Please call 671-475-3100 ext. 814 or visit our office Monday to Friday, 8:00 a.m. to 5:00 p.m.

STEPHEN P. HATTORI

EXECUTIVE DIRECTOR