

NATURE OF WORK: Assists the Operations Manager in his duties in directing the programs, projects, activities and operations involved in the operation of cargo handling, equipment, receiving, recording, storage, transfer, consignment and accountability of transit containerized and breakbulk cargoes within the terminal facilities and warehouses, and providing vessel operations with the necessary manpower. Assists with the overall management of activities of the Operations Department at the Port Authority of Guam.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties and responsibilities, which may be assigned; nor do the examples cover all the duties and responsibilities which may be performed.)*

Assists in the direction, planning and management of services of the Operations Department; implements and/or manages administrative and operational objectives and/or project as; as assigned; assists the Operations Manager and acts in the latter's absence. Analyzes staffing requirement and workload distribution; develops and implements staffing plan to optimize the performance of each work unit within a division. Assists in formulating the department's wide annual budget; assists in identifying budget priorities; prepares and monitors department's budget. Analyzes operations to improve productivity within a division. Communicates and implements safety rules, policies and procedures in support of the Authority's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees. Represents the Port and/or the department before Board, federal and local regulatory agencies, community meetings and/or professional conferences; maintains good relations with above mentioned groups. Assists with strategic planning by developing and implementing long and short-term goals for a program area. Makes independent important decisions involving the operations and management and the allocation of resources for a divisional organizational unit. May plan, direct and coordinate work during emergencies. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Comprehensive specific technical knowledge of major functions of the marine terminal and cargo handling operations, including local and federal rules and regulations. Knowledge of modern management and financial principles and practices. Knowledge of functional expertise associated with the Authority's mission. Ability to provide strong leadership skills. Ability to direct superintendents and other subordinate staff engaged in diverse actions. Ability to exercise administrative ingenuity, independent analysis, adaptability and judgement on highly specialized proposals with difficult, complicated choices of action. Ability to make recommendations and present them effectively to management, board, committees, agencies or the public. Ability to apply the principles and practices of public administration, financial and personnel management. Ability to clearly interpret all applicable laws, mandates and codes. Ability to direct research, survey technical and statistical methods. Ability to communicate effectively with subordinates, other government employees, and

general public, and ability to provide guidance to superintendents in a calm, effective manner during crisis situations.

QUALIFICATION REQUIREMENTS: Five (5) years verifiable progressively responsible experience overseeing or performing functions in an effective program in administration operations and planning or maritime operations management, to include three (3) years as a direct supervisor responsible for direction and evaluation of staff; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts.

Pursuant to Public Law 29-113, 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.

This section *shall not* be applicable to the Summer Youth Employment or any person with a disability which prevent him or her from complying with this requirement consistent with the Americans with Disabilities Act or its successor's laws.

Documents to verify the training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PROHIBITION: Pursuant to Public Law 28-98, *"No person convicted of a sex offense under the provisions of Chapter 25 of Title 9, Guam Code Annotated, or an offense as defined in Article 2 of Chapter 28, Title 9, Guam Code Annotated 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."*

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for this position will be rejected.

TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC) REQUIREMENT: Applicants selected for the Assistant Operations Manager position would need unescorted access to secured areas of the Port facilities or vessels and will be required to obtain a TWIC card. Upon selection for the position and if you do

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.

EXAMINATION REQUIREMENTS: All applicants will be evaluated and will be rated on a scale between 70.000 to 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the position.

INTERVIEW PROCEDURES: If the position is filled, a panel of interviewers designated by the General Manager will conduct personal interviews.

PREFERENCE POINTS: Applicants wishing to claim **Disability** Preference should submit a Government of Guam Disability Certification form, certified by Director of Public Health & Social Services. Applicants claiming **Veteran's** preference is required to submit a copy of their DD214 (Military discharge form, Member 4 copy). Those claiming **Compensable Disability** are required to provide a copy of a letter from Department of Veterans Affairs, which specifically states entitlement to civil service preference for a service connected disability.

WORK ELIGIBILITY INFORMATION: Public Law 99-603 (8 USC Section 1324A) requires the Port to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Port is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Port, you will be required to present valid document that will establish your identity and work eligibility. Any one of the following documents will be required: Birth certificate (original), Government of Guam Identification Card, U.S. Passport, Social Security Card (original), Naturalization or "Green" card; or other proof of work eligibility.

HOW AND WHERE TO APPLY: Applicants must submit an Application of Employment to the Human Resources Office, 1st floor of the Port Authority of Guam Building, Cabras Island, Monday to Friday, 8:00 a.m. to 5:00 p.m.

Individuals with disabilities who require special accommodations should contact the Human Resources Office prior to any scheduled examinations or interviews.

Please contact the Human Resources Office at 477-5931-4, extensions 306, 307, 368, 341, or 564 should you need additional information.

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FRANCINE T. ROCIO
Personnel Services Administrator

ASSISTANT OPERATIONS MANAGER

AN EQUAL OPPORTUNITY EMPLOYER