



GUAM COMMUNITY COLLEGE
JOB ANNOUNCEMENT
 “OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: <p style="text-align: center;">Bookstore Manager</p>	ANNOUNCEMENT NUMBER: JA#034-21 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: L Open: 1-7; \$37,100 – \$46,375 per annum Promo: 1-18; \$37,100 – \$65,389 per annum	OPENING DATE: <p style="text-align: center;">September 23, 2021</p>
DIVISION: <p style="text-align: center;">FINANCE & ADMINISTRATION Materials Management</p>	CLOSING DATE: <p style="text-align: center;">October 7, 2021 5:00 p.m. (GMT + 10:00) Guam, Port Moresby</p>

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of technical experience involving bookstore operations and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR: Experience in implementing and managing Point of Sale (POS) System.

PLUS PURSUANT TO 4 GCA §4101(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.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver’s license.

NATURE OF WORK IN THIS CLASS:

Manages the College’s bookstore.

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.)

Manages the operations of the college bookstore, including procurement, sales, payment and credit, inventory.

Formulates working policies, procedures and other program guidelines; recommends changes in policies and other program requirements to improve effectiveness.

Confers with college faculty concerning book orders.

Prepares financial and other administrative reports and correspondences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business practices including procurement, recordkeeping, sales, credit and inventory.

Ability to manage bookstore operations.

Ability to interpret and apply pertinent laws, regulations, policies and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to formulate working procedures, policies and other guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare financial and other administrative reports.

WHO SHOULD APPLY:

Open to the public.

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. (GMT +10:00) Guam, Port Moresby, 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 Proof of Eligibility for Veterans Preference Credit. 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 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.

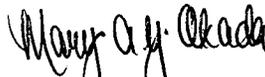
PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

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.

MANDATORY COVID-19 VACCINATION:

In accordance with the Governor of Guam's Executive Order 2021-17, all workers of the executive branch agencies of the government of Guam shall be required to receive one of the authorized COVID-19 vaccines. Workers shall be fully vaccinated with either a single shot of the Johnson & Johnson or the two shot Pfizer or Moderna series.

APPROVED BY



MARY A.Y. OKADA, Ed.D.

 President

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