



GUAM SOLID WASTE AUTHORITY

LOURDES A. LEON GUERRERO
Governor of Guam

JOSHUA F. TENORIO
Lt. Governor of Guam

Irvin Slike
General Manager



Employment Opportunity

DEPARTMENTAL ANNOUNCEMENT

To establish a list of qualified candidates for the position of

ADMINISTRATIVE OFFICER

Announcement Number: GSWA-25-018 Open: September 18, 2025
Closed: September 28, 2025

Pay Grade: OPEN: LX-01; \$45,262.00 P/A - LX-10; \$62,136.00 P/A
 PROMOTION: LX-01; \$45,262.00 P/A - LX-18; \$79,775.00 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401, Defined Benefit Plan 1.75, and Deferred Compensation Plan 457). Health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit the Guam Solid Waste Authority.

Nature of work

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency.

Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

Illustrative Examples of Work *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)*

- Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports.
- Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increases, adverse actions, establishment of new positions, and other requests.
- Prepares work requests and purchase requisitions for office supplies, materials and equipment.
- Interprets and explains administrative policies, rules, and procedures to employees and supervisors.
- Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials.
- Performs related duties as required.

Minimum Experience and Training

- A. One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; OR
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.



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Minimum Knowledge, Skills, and Abilities

- Knowledge of general administrative processes and office management practices.
- Knowledge of management principles, practices and techniques.
- Ability to make work decisions in accordance with established laws, regulations and other program guidelines.
- Ability to analyze work problems having an administrative aspect and recommend solutions.
- Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines.
- Ability to supervise the work of others.
- Ability to prepare fund status reports.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

Examination Requirements

Applicants may be subject to a written test, alongside evaluation on a scale from 70.00 to 100.00 percent based on their training, education, and experience in accordance with the position's requirements.

Educational and Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency.

Employment in the service of the government of Guam shall have as a reasonable measure of job performance, the minimum educational requirement of a high school diploma or a successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, or a successful completion of a certificate program from a recognized accredited or certified vocational technical Institution, pursuant to Public Law 29-113. For more information, please contact the Guam Solid Waste Authority at 671-646-3215 or 671-647-4312.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA 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.

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.



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Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being 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.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications in person at the Guam Solid Waste Authority, 2nd floor, 546 N Marine Corps Drive Tamuning, between the hours of 8:00 am. — 5:00 p.m., Monday through Friday; or by email to admin@gswa.guam.gov. All applications must be received by GSWA during regular business hours on or before the closing date of the job announcement. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Guam Solid Waste Authority Building, Human Resources Department at (671) 646-3215 or (671) 647-4312. In addition, job announcements and job application forms are accessible through the Guam Solid Waste Authority's website at www.gswa.guamgov. Also, job applications can be downloaded from www.govguamdocs.com or you can email to admin@gswa.guam.gov for additional information.

Irvin Slike
GSWA General Manager

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.