



**PERSONNEL SERVICES DIVISION
GUAM DEPARTMENT OF EDUCATION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
WEBPAGE: www.gdoe.net



K. ERIK SWANSON, Ph.D.
Superintendent of Education

KATHERINE M.P. ADA
Administrator

May 10, 2024

An Equal Opportunity Employer

ANNOUNCEMENT
HRD-046-2024

**DEPUTY SUPERINTENDENT
OF
FINANCE AND ADMINISTRATIVE SERVICES**

(Pursuant to P.L. 29-102)

Unclassified Position

OPENING DATE: May 10, 2024 CLOSING DATE: CONTINUOUS UNTIL FILLED

SALARY: \$110,000.00 Per Annum

The Deputy Superintendent of Finance and Administrative Services is responsible to direct and manage all aspects of the Guam Department of Education (GDOE) financial and administrative support programs. This is a professional administrative work directing the programs and activities of the fiscal accounting and budget management, procurement, personnel, payroll, food and nutrition warehousing, inventory and supplies warehousing, and management information systems of the Guam Department of Education. This position also supervises program administrators in administrative practices to ensure compliance with local and federal regulations, and other program guidelines.

PERFORMANCE RESPONSIBILITIES:

Plans, develops, directs, coordinates, and maintains an integrated financial services program for the Guam Department of Education which supports the Guam Education Board (GEB) and Superintendent's commitment to an integrated financial services program.

Serves as the principal advisor to the GEB and Superintendent in matters related to all financial services management and planning activities.

Directs and provides oversight for the operation of federal programs, business office, procurement, human resources, payroll, insurance and retirement to ensure successful fiscal practices and the integration of shared business processes.

Develops and monitors comprehensive performance measurement and continuous improvement initiatives.

Monitors and tracks the completeness, accuracy, and timeliness of human resources transactions and fiscal data.

Collaborates with the budget, and planning with the Personnel Administrator of Human Resources on all aspects of position management.

Develops and coordinates a customer services vision and action plan so that employees can become good consumers of the available financial products.

Provides financial and human resources transaction data to the GEB, Superintendent, and other agencies.

Assures that the accounting operation of Guam Department of Education is in compliance with state, federal, and local laws, as well as with generally accepted accounting principles.

Administer a program of employee benefits, including life and health insurance, retirement and as well as monitoring of trust funds such as non-appropriated funds. Provides leadership in developing and recommending to the Superintendent management, budget, payroll, human resources transactions, fiscal, and planning principles and practices.

Coordinates with the internal audit staff to identify any problem areas in financial accountability to take corrective action.

Maintains a close working relationship with financial management officials from other agencies, such as the U.S. Department of Education, other school districts, and local, state, and federal governments. Continuity of usage of Corrective Action Plan (CAP) and validation of in addressing GDOE high risks issues.

Reviews federal, state, and local legislation for impact of Guam Department of Education.

Other related duties

MINIMUM KNOWLEDGE AND SKILLS:

Knowledge of the principles and practices of public educational supervision and administration.

Knowledge, experience and skill in establishing and operating computerized financial accounting, management and reporting systems.

Knowledge of the theory, principles, standards and practices of governmental and public education institution accounting.

Knowledge of legal requirements with respect to federal grants requirements, guidelines, and compliance, as well the need for quarterly and annual reporting.

Knowledge of the trends, current development, and plans for future developments in public educational finance and accounting.

Knowledge of investment market trends and management of public funds.

Knowledge or experience in negotiating and directing, activities related to obtaining financial reimbursement from federal government programs.

REQUIRED ABILITIES:

Ability to negotiate and direct activities related to obtaining reimbursement from federal government programs, such as consolidated grants, health and nutrition grants, etc.

Ability to administer, plan, direct, and supervise the fiscal/budget management, human resources, procurement and warehousing, facilities and maintenance, and management information systems programs and activities of the Guam Department of Education.

Ability to evaluate program effectiveness, and recommend/implement changes to improve program effectiveness, through assessment, and to gauge program accountability.

Ability to interpret, apply and make decisions in accordance with local and federal laws, rules, regulations, policies and other program guidelines.

Ability to prepare and administer program budget and other general administrative functions and requirements that improves department operations and functions.

Ability to work effectively with employees and the general public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare comprehensive reports.

EDUCATION REQUIREMENTS:

- A) Four (4) years of experience in upper level business management services, of which supervisory experience in two (2) of the four functional areas in fiscal/budget management, human resources, procurement and warehousing, facilities and maintenance, and/or management information systems, graduation from an accredited college or university with a Master's degree in Business Administration or related field; or
- B) Eight (8) years of experience in upper level management in three (3) of the four functional areas in fiscal/budget management, human resources, procurement and warehousing, facilities and maintenance, and/or management, and graduation from an accredited college of university with a Bachelor's degree in Business Administration or related fields; or
- C) Any equivalent combination of experience and training beyond the Bachelor's degree in education, which provides the minimum knowledge, abilities and skills.

NOTE: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

APPLICATION SUBMISSION:

Interested applicants must submit a **Completed Application Packet**. The application form can be obtained online at www.gdoe.net - HR Forms or at the **GDOE Human Resources Division**, located on the 1st floor of the Building B, Tiyan Guam from 8:00 a.m. to 5:00 p.m., Chamorro Standard Time, Monday through Friday, except holidays.

A COMPLETED APPLICATION PACKET MUST INCLUDE THE FOLLOWING:

- COMPLETED GDOE EMPLOYMENT APPLICATION FORM (FCHPA "EXEMPT")
- LETTER OF INTENT
- PROFESSIONAL RESUME
- OFFICIAL COLLEGE OR UNIVERSITY TRANSCRIPTS FOR ALL INSTITUTIONS CITED
- THREE (3) ORIGINAL LETTERS OF RECOMMENDATION

The completed application packet may be submitted electronically to kmpada@gdoe.net or mailed to:

Guam Department of Education
Human Resources Division
Attention: Personnel Services Administrator
501 Mariner Avenue
Barrigada, Guam 96913



KATHERINE M.P. ADA
Personnel Services Administrator