



JOB ANNOUNCEMENT

POSITION TITLE: EXECUTIVE DIRECTOR

APPLICATION PERIOD OPENS: November 8, 2023
CLOSES: November 24, 2023

SALARY: \$65,623 to \$98,937 per annum

NATURE OF WORK IN THIS CLASS:

This is a highly responsible administrative and budgetary position involved in managing the day-to-day and emergency response operations as well as other official activities of the Mayors' Council of Guam (Council), and serves at the direction and pleasure of the Council. The Executive Director shall be a member of the unclassified service.

DUTIES

May include the following, but not limited to:

- Serves as the Executive Secretary of the Council and the Executive Committee.
- Serves as the Certifying Officer for the Council and all budgetary accounts of the nineteen districts.
- Prepares correspondences, memoranda and reports for his own signature or the President of the Mayors' Council of Guam.
- Prepares the annual budget request for review by the Council.
- Serves as the Response Activity Coordinator (RAC) for the Council; assisting in coordinating the civilian emergency response preparedness system in time of natural or manmade emergencies or disasters.
- Serves as the liaison between the Executive, Legislative and Judicial Branches of the Government of Guam; the military and the private sector in the conduct of Council business.
- Evaluates the effectiveness and applicability of existing policies and procedures; recommends revisions in order to achieve and implement Council objectives.
- Directs office management services such as personnel related matters, purchasing, inventory of equipment, certification of funds and other services related to the operations and activities of the Council.
- Directs the collection and maintenance of data and coordinates the preparation, filing and website posting of monthly, quarterly and annual reports.

- Oversees the management and execution of the Department of Public Health and Social Services Senior Center Operations Contract, the Adult Day Care and the Protective Services Shelter for the Elderly and Disabled.
- Required weekend, nights or on-call work as needed.
- Performs other related duties as required and/or requested by the Council

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Ensure compliance and make decisions in accordance with Chapter 40, Title 5, Guam Code Annotated; the Government of Guam Procurement Laws, Rules and Regulations and all other Laws, Rules and Regulations applicable to the Council.
- Effectively implement and ensure compliance of the Mayors' Council of Guam Annual Fiscal Budget and all Special Appropriations.
- Knowledge of laws pertinent to the Certifying Officer.
- Management techniques and effective employee supervision.
- Laws, policies, practices and procedures relative to the Council.
- Laws and regulations pertaining to Government of Guam procurement, public administration and human resources.
- Technical research and writing in the drafting of Council Resolutions; proposed legislation, legislative amendments, media releases, federal grant applications, MCOG Standard Operating Procedures and Program Guidelines.
- Guam Homeland Security/Office of Civil Defense (GHS/OCD) Response Activity Coordinator (RAC) concepts and Emergency Response Plans.
- Communicate effectively, orally and in writing.
- Management of public relations and media inquiries.

DESIRABLE EXPERIENCE AND TRAINING

- A minimum of five (5) years of experience performing duties in personnel, budget and other related administrative positions.
- A minimum of four (4) years of experience in performing or coordinating emergency preparedness, response and recovery operations for Guam natural or manmade emergencies or disasters.
- Any equivalent combination of experience and training which provides the minimum knowledge, skills and abilities.

Interested applicants may send a cover letter and resume to jesse.alig@pitiguam.com or in person, addressed to the MCOG Executive Director Selection Committee, located at the J&G Commercial Center, Suite 111F, Hagatna, Guam Monday through Friday from 8AM to 5PM.



JESSE L.G. ALIG

Mayor of Piti

President, Mayors' Council of Guam