



**OPEN JOB ANNOUNCEMENT**

**TO ESTABLISH A LIST FOR THE POSITION OF**

**PUBLIC INFORMATION OFFICER**

**Announcement No.:** 2005  
**Date posted:** August 11, 2023  
**Closing date:** August 25, 2023

**Pay grade: Minimum: Grade: M | Step: 1 | Sub Step: A | \$63,183**  
**Maximum: Grade: M | Step: 4 | Sub Step: B | \$71,908**

**Pay range:** \$63,183.00 - \$71,908.00

**Position Title:** Public Information Officer

**Reports to:** President & CEO

**Who Can Apply**

Open to all government of Guam employees and the public.

**Qualifications/Requirements**

- Two years of specialized experience in news reporting, editing, or public relations work and graduation from a recognized college or university with a Bachelor’s degree in English, journalism, public relations, or closely related field; or
- Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**Nature of Work**

This is a moderately complex technical and administrative work involving local and off island travel trade related to marketing and promotional programs and activities aimed at international region.

**Illustrative Example of Work**

Formulates and implements comprehensive public information and relations program. Evaluates public opinion and advises department/agency personnel on methods of enhancing public image. Writes and distributes news releases to newspaper, radio, and television stations. Research material gathers facts, and writes speeches, testimonial, or other technical reports. Directs the overall production of informational and educational pamphlets, booklets, special reports, and specialized promotional materials; may design stationery, forms, and other printed matter for the department/agency. Serves in liaison capacity with various private and governmental organizations and agencies interested and involved in public relations. Organizes and publishes in-house newsletters. Performs related duties as required.

### **Knowledge, Skills & Abilities**

- Knowledge of the principles and practices of journalism and modern mass communications.
- Knowledge of the methods and techniques of various media such as photography, printing processes, media buying, newspaper, radio and television advertising.
- Ability to develop and direct a public information and relations program.
- Ability to learn and present departmental/agency program, policies, services, and operations, including its relationship to other departments and agencies.
- Ability to prepare and/or analyze, edit, and revise information material.
- Ability to discuss and collect newsworthy material.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepares reports.

### **Necessary Special Qualification Requirements**

- Ability to travel.
- Possession of a U.S. Passport and a current driver's license upon selection.

### **Minimum Educational Requirements**

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles) shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved.

### **Work Eligibility**

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position in the Government of Guam, you must present valid documents to establish your identity and work eligibility. Any one or combinations following documents may be required:

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card"
- Government of Guam I.D. Card
- Original Social Security Card
- Other proof of work eligibility

### **Documentation Requirements**

Applicants claiming educational accomplishments must submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution accredited or recognized by either its government or a government-recognized accrediting agency. This applies to all new employment after October 1, 2008, pursuant to Public Law 29-113. If you wish to claim any preference points, please read the employment application General Instruction page for additional Information. If you have any questions, please contact the Guam Visitors Bureau at 671-646-5278/1498.



### **Suitability Determination Form**

Your employment application will only be deemed completed if the Suitability Determination Form is filled out, signed, and dated. If it is incomplete 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.

### **Interviewing Procedures**

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

### **Drug Screening**

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before hire. 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 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 if they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer and passing the drug test, you will be notified of your start date.

**Interested internal and external applicants may pick up and/or submit a GVB job application at/to the GVB main office, 401 Pale San Vitores Road, Tumon, Guam 96913, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except designated holidays. Applications will be available online at the GVB website. For further or additional information, please call the GVB office at 1 (671) 646-5278/1498. GVB requires pre-employment drug testing.**

GVB is an Equal Opportunity Employer and a Drug-Free Workplace.

/s/ CARL T.C. GUTIERREZ  
PRESIDENT and CEO