

Deputy Director – Mayors’ Council of Guam

Job Description

Position Summary

The Deputy Director supports the Executive Director in overseeing the operations, programs, and administrative functions of the Mayors’ Council of Guam. This role ensures that municipal services are effectively coordinated, village mayors receive timely support, and Council initiatives are implemented efficiently. The Deputy Director acts as a key advisor, operational leader, and liaison between the Council, government agencies, community partners, and the public.

The position requires a strategic thinker with strong organizational skills, a deep understanding of municipal government operations, and the ability to work collaboratively with elected officials and diverse stakeholders.

Key Responsibilities

Leadership & Administration

- Assist the Executive Director in managing daily operations of the Mayors’ Council of Guam.
- Oversee administrative staff, contractors, and program personnel as assigned.
- Develop, implement, and monitor internal policies, procedures, and operational systems.
- Represent the Executive Director in meetings, hearings, and public events when delegated.

Support to Village Mayors

- Coordinate resources, information, and interagency support for village mayors.
- Assist in resolving operational challenges affecting municipal services.
- Facilitate communication between mayors, government departments, and community organizations.

Program & Project Management

- Support planning, execution, and evaluation of Council programs, grants, and special projects.
- Track project timelines, deliverables, and compliance requirements.
- Prepare reports, briefing materials, and presentations for the Executive Director and Council.

Budget & Financial Oversight

- Assist in preparing and monitoring the Council’s annual budget.
- Review expenditures, procurement requests, and financial documentation for accuracy and compliance.
- Ensure adherence to Guam procurement laws, grant requirements, and fiscal policies.

Community & Government Relations

- Maintain strong working relationships with government agencies, nonprofit partners, and community stakeholders.
- Support public outreach efforts, community events, and emergency response coordination.
- Draft correspondence, policy recommendations, and communication materials.

Compliance & Reporting

- Ensure compliance with local laws, regulations, and administrative directives.
- Maintain accurate records, reports, and documentation for audits and legislative inquiries.
- Assist with legislative testimony, research, and policy analysis.

Minimum Qualifications

Education

- Bachelor's degree from an accredited institution in Public Administration, Business Administration, Political Science, Management, or a related field, or an equivalent combination of education and experience

Experience

- Minimum of **3–5 years** of progressively responsible experience in government administration, program management, municipal operations, or related fields, an equivalent combination of education and experience.
- Experience working with elected officials, boards, or public-sector agencies is highly desirable.
- Supervisory or leadership experience preferred.

Knowledge, Skills & Abilities

- Strong understanding of Guam's municipal government structure, public administration principles, and local laws.
- Excellent communication, writing, and interpersonal skills.
- Ability to manage multiple projects, meet deadlines, and work under pressure.
- Proficiency in office software, data management, and report preparation.
- Ability to exercise sound judgment, maintain confidentiality, and work collaboratively with diverse stakeholders.

Other Requirements

- Must possess a valid Guam driver's license.
- Must be able to work outside normal business hours when required (e.g., emergencies, community events).