



## OPEN JOB ANNOUNCEMENT

### Senior Tourism Research Analyst

ANNOUNCEMENT NO.: 2017

DATE POSTED: Friday, May 10, 2019

CLOSING DATE: Tuesday, May 28, 2019

Pay Grade: M PAY RANGE: \$40,762.00 - \$61,143.00

**Position Title:** Senior Tourism Research Analyst

**Reports to:** Director of Tourism Research

**Summary:** This is complex professional and supervisory work in preparing surveys for statistical analyses and conducting labor force surveys.

#### Qualifications/Requirements:

- Two (2) years of experience in statistical research, and graduation from a recognized college or university with a Bachelor's degree in statistics, mathematics, economics, or closely related field; or
- Any equivalent combination of experience and training beyond a Bachelor's degree, which provides the minimum knowledge, abilities and skills.
- Valid U.S. passport and driver's license

#### Essential Functions:

- (Any one position may not include all the duties listed, nor do the examples cover all duties, which may be performed).
- Supervises and participates in conducting research projects, surveys and statistical analyses.
- Plans and defines the limits of studies and advises in the development of data-collection methods; confers with departmental officials to determine data needed for operating purposes; supervises the development of tabulation procedures, statistical treatment of data, and the preparation of reports for publications; reviews reports prepared by subordinates.
- Prepares extensive analyses of both statistical and non-mathematical data regarding the problems in the fields of employment and labor relations. Perform related duties as required.

#### Knowledge, Skills & Abilities:

- Knowledge of the principles, techniques and procedures used in statistical research.
- Knowledge of the techniques of treatment of data involving simple correlation methods, time series analyses, analyses of frequency series, sampling methods and compilation of index numbers.
- Ability to supervise the work of others.
- Ability to make decision in accordance with appropriate program guidelines.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare research and statistical reports.

**Key Competencies:**

1. Technical Capacity
2. Personal Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility
7. Interpersonal Relations
8. Problem Solving

**Supervisory Responsibility:**

This position has supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**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. GVB requires pre-employment drug testing.**

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