



OPEN JOB ANNOUNCEMENT

Job Announcement No. 014-23

COMPETITIVE EXAMINATION
TO ESTABLISH A LIST FOR THE POSITION OF:

<p>PAY GRADE: N MINIMUM: Step 6/ Sub Step C - \$75,201.00 P/A MAXIMUM: Step 8/ Sub Step C - \$81,432.00 P/A</p>	<h2>SUPPLY MANAGEMENT ADMINISTRATOR</h2>	<p>APPLICATIONS WILL BE ACCEPTED: OPEN DATE: February 15, 2023 CLOSING DATE: February 28, 2023</p>
<p>MINIMUM EXPERIENCE & TRAINING</p>	<p>A) Three years of experience in the various phases of supply work, including procurement, supply cataloging, warehousing, contracting, stock controlling, and in issuing and receiving of supplies; three years of supervisory experience and graduation from high school; or B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>	
<p>NECESSARY SPECIAL QUALIFICATIONS</p>	<p>Completion of the Certificate of Enrichment (Administrative) to include completion of Module 1, Module 2, Module 3 and Module 4 of procurement basic training with Guam Community College pursuant to P.L. 32-131.</p>	
<p>NATURE OF WORK IN THIS CLASS</p>	<p>Administers the programs and activities of the various supply management functions in an agency or department granted procurement authority pursuant to law.</p>	
<p>ILLUSTRATIVE EXAMPLES OF WORK</p>	<p>(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Administers procurement, warehousing, inventory and surplus property programs in an agency or department. Provides a variety of technical and administrative decisions, determinations, and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies. Devises and installs new or established procedures and methods governing procurement, warehousing, and distribution; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data; develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems or programs. Responsible for procuring, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes final decisions and determinations of awards and contracts for supplies. Conducts continuous study, analysis and planning for formulating long range supply requirements, plans, programs and policies. Performs related duties as required.</p>	
<p>MINIMUM KNOWLEDGE, ABILITIES & SKILLS</p>	<p>Knowledge of the principles, practices, techniques and procedures in supply management programs and operations. Ability to administer the programs and activities of the various supply management functions in an agency or department. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness. Ability to interpret and apply pertinent laws, regulations and policies governing the purchasing of commodities by the agency. Ability to make work 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 reports.</p>	
<p>EDUCATION</p>	<p>Pursuant to 4 GCA § 4101(c)(1), applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. To ensure full consideration, applicants claiming degrees or credit hours are required to submit official or verified copies of their university or college transcript with their original application.</p>	
<p>PROHIBITION</p>	<p>Pursuant to 4 GCA § 4203.3, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense 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 in the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".</p>	

PRE-EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment with the A. B. Won Pat Guam International Airport Authority (GIAA) must undergo and pass a physical examination and be declared as capable to perform the duties of the position the applicant is being hired for as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.
PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK	As a condition of employment, applicants selected for this position will be required to undergo and pass a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) in order to access secured areas of the airport in accordance with Title 49, Code of Federal Regulations, Part 1542. In the event an applicant is unable to obtain proper security clearance for the position, or GIAA determines that the applicant's pending criminal case or criminal history disqualifies the applicant for the position, GIAA shall rescind its conditional offer of employment to the applicant in accordance with Guam's Fair Chances Hiring Process Act, 22 GCA §§ 6101, et seq.
DRUG SCREENING	GIAA complies with the Department of Administration's Drug Free Workplace Program Operating Procedures. All applicants selected and conditionally offered employment will be required to undergo and pass a mandatory drug test prior to being employed. Failure to submit to or pass such drug test shall result in rescinding the offer of employment.
WORK ELIGIBILITY	Public Law 99-603 (8 USC § 1324A) requires GIAA to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. GIAA is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position at GIAA, you will be required to present valid documents that will establish your identity and work eligibility.
VETERANS PREFERENCE	Applicants claiming veterans' preference are required to attach a copy of their DD-214 (Military Discharge Form) to their original application. Those claiming Veteran's Compensable Disability, please provide a copy of a letter from the Department of Veteran's Affairs, which specifically states your entitlement to civil service preference for a service connected disability.
EVALUATION METHOD	A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.
INTERVIEW METHODS	A personal interview will be held by the appointing authority or his designee. Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.
DOCUMENTATION REQUIRED	If you are selected for this position, your selection will be <u>conditional</u> pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on a pre-entry medical physical examination. You will have ten (10) calendar days to submit the mandatory police and court clearances that are no older than 30 calendar days from the date of your notification of selection. The costs to obtain the clearances are at the applicant's expense.
HOW AND WHERE TO APPLY	<p>Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications may be submitted to the Personnel Office at the GIAA Administration Office however, are highly encouraged to submit their applications electronically by email to giaahr014-23@guamairport.net or in-person. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except Holidays). Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.</p> <p>*NOTE: All applications MUST be received by the Personnel Office no later than close of business (5:00 pm) on or before the closing date of the job announcement, regardless of method of submission.</p> <p>You may also visit GIAA's website at www.guamairport.com.</p> <p>For additional information and/or inquiries, please call the GIAA Personnel Office at (671) 646-0300/1/2/3.</p>

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, OR ANY OTHER CLASSIFICATION PROTECTED UNDER FEDERAL AND GUAM LAW, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.

APPROVED BY:

JOHN M. QUINATA
 Executive Manager