

Email: official@guamairport.net

**THE FOLLOWING JOB ANNOUNCEMENT
IS AMENDED TO READ AS FOLLOWS:**

The announcement described below:

Announcement #:	012-23
Position:	Buyer I
Date Announced:	January 30, 2023
Date Closed:	February 13, 2023

is amended to read as follows:

Date Closed:	CONTINUOUS
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instead of:

Date Closed:	February 13, 2023
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For further information, please contact our Personnel Office at 646-0300.



JOHN M. QUINATA
Executive Manager

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, OR POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.





OPEN JOB ANNOUNCEMENT

COMPETITIVE EXAMINATION
TO ESTABLISH A LIST FOR THE POSITION OF

BUYER I

PAY GRADE: F

MINIMUM: STEP 7 / SUBSTEP D / \$27,707.00 Per Annum

MAXIMUM: STEP 9 / SUBSTEP D / \$45,344.00 Per Annum

ANNOUNCEMENT NO. 012-23

APPLICATIONS WILL BE ACCEPTED
January 30, 2023 – February 13, 2023

MINIMUM EXPERIENCE AND TRAINING: (a) One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; or (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

SELECTIVE FACTOR: Experience, knowledge, and skill in using general computer hardware/software programs such as word processing, spreadsheet or database (e.g., EXCEL, Word, AS400 or similar operating systems).

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license; and Completion of the Procurement Certification for Module 1 with Guam Community College pursuant to P.L. 32-131.

NATURE OF WORK IN THIS CLASS: This is routine technical purchasing work in the procurement of supplies, materials and equipment. Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.) Receives and reviews requisitions and proposed specifications. Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids. Works with departmental representatives in the procurement of their supply needs. Interviews vendors; investigates sources of supply. Inspects merchandise for compliance with specifications. Maintains files and records. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of modern purchasing practices and procedures and shipping methods. Knowledge of commonly used supplies, materials, and equipment. Knowledge of the sources of supply and of market and price trends. Knowledge of modern office practices and procedures. Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Ability to prepare and analyze bids and specifications in the making of awards. Ability to make arithmetic computations. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

EDUCATION: 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.

PROHIBITION: 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".

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.