

Email: [official@guamairport.net](mailto:official@guamairport.net)

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

**The announcement described below:**

Announcement #:	013-23
Position:	Buyer II
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 OR RACE, COLOR, SEX,  
RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, OR  
POLITICAL AFFILIATION, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS  
OR LEGAL REQUIREMENTS.**

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**OPEN JOB ANNOUNCEMENT**

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

**BUYER II**

**PAY GRADE: H**

**MINIMUM: STEP 7 / SUBSTEP B / \$35,299.00 Per Annum**

**MAXIMUM: STEP 9 / SUBSTEP B / \$38,224.00 Per Annum**

**ANNOUNCEMENT NO. 013-23**

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

**MINIMUM EXPERIENCE AND TRAINING:** (a) Two years of experience in the procurement of supplies, materials, and 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 and Module 2 with Guam Community College pursuant to P.L. 32-131.

**NATURE OF WORK IN THIS CLASS:** This is complex technical purchasing work involving large scale or specialized procurement of supplies, materials, and equipment. Employees in this class perform the full range of complex purchasing duties, including independent work in specialized areas of procurement. Employees often serve as team of group leaders over lower level technical or clerical staff.

**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 requisitions and drafts specifications; prepares invitation for competitive bids; secures written and telephone price quotations; presides at bid openings; analyzes bid tabulations and awards bids. Negotiates contracts and price agreements; inspects merchandise quality and compliance with specifications; investigates complaints and secures adjustments. Works with departmental representatives concerning availability of commodities which can be more economically purchased on a contract basis. Confers with vendors or their representatives concerning availability of commodities, price changes, and cash discounts. Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of modern purchasing practices, procedures, and shipping methods. Knowledge of the types and grades of materials purchased. Knowledge of the sources of supply and of market and price trends. Knowledge of the standard types, forms, and legal requirements of contracts. Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Ability to analyse bids and specifications and 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.