



OFFICE OF THE ATTORNEY GENERAL
 Government of Guam
 Administration Division
 590 S. Marine Corps Drive, Ste. 706
 Tamuning, Guam 96913

Elizabeth Barrett-Anderson
Attorney General of Guam

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Chief of Staff

JOB ANNOUNCEMENT	
BUYER SUPERVISOR I (Position Code No. 1.448) PAY GRADE/SALARY OPEN: J-1, \$31,076 P/A - J-10, \$42,661 P/A PROMOTION: J-1, \$31,076 P/A - J-18, \$54,771 P/A	ANNOUNCEMENT NO. AG16-JA030 AREA OF CONSIDERATION: OPEN APPLICATION WILL BE ACCEPTED FOR THE PERIOD: OPENS: June 27, 2016 CLOSES: Continuous
QUALIFICATION REQUIREMENTS	A) Three 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.
NATURE OF WORK	This is moderately complex supervisory and purchasing work in a department/agency.
ILLUSTRATIVE EXAMPLE OF WORK	Supervises the procurement activities of a department/agency. Is responsible for the direct purchase of supplies, materials, and equipment for the agency; develops and maintains specifications for purchase of items; obtains and checks bids and price quotations. Controls all purchases, distribution, inventory, transfer, resale, or salvage of capital equipment. Prepares budget information for supply and purchasing functions. Maintains a distribution program for supplies and equipment; prepares, reviews, and analyzes reports; implements changes in procedures. Maintains supply catalogues and records of local and off-island markets for purchasing guides and other information. Performs related duties as required.
KNOWLEDGE, ABILITIES & SKILLS	Knowledge of modern purchasing practices and procedures and shipping methods. Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment. Knowledge of the specialized supply needs of a department/agency. Knowledge of the sources of supply and of market and price trends. Knowledge of the standard types, forms, and legal requirements of contracts. Ability to supervise the procurement activities of a department/agency. Ability to make decisions in accordance with appropriate program guidelines. Ability to write specifications and prepare bids. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.
MINIMUM EDUCATIONAL REQUIREMENTS	All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by Attorney General.
DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
POLICE & COURT CLEARANCE REQUIREMENTS	A Police Clearance and Court Clearance, not older than thirty (30) days is required for all job announcements, at the expense of the applicant. This includes applicants who are not a current resident of Guam.
SUITABILITY DETERMINATION FORM	Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as 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 on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position being hired for.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 7 th floor, Ste. 706, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at www.guamag.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 7th floor, Ste. 706, Tamuning, Guam 96913



JACQUELINE Z. CRUZ
 Chief of Staff

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.