



GUAMCOMMUNITYCOLLEGE

JOB ANNOUNCEMENT "OPEN COMPETITIVE"

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: BUYER II	ANNOUNCEMENT NUMBER: JA#043-24 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: I Open: 1-7; \$34,886– \$43,608 per annum Promo: 1-18; \$34,886– \$61,487 per annum	OPENING DATE: November 14, 2024
DIVISION: FINANCE & ADMINISTRATION Materials Management	CLOSING DATE: November 27, 2024 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) One year 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.

PLUS PURSUANT TO 4 GCA §4101(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

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.)

Processes personnel actions, including recruitment, promotion, transfer, pay adjustment, salary increment and other personnel transactions.

Establishes eligibility lists and prepares certification of eligibles; schedules examinations.

Processes all new employees; provides basic information about the various employee benefits, such as group health, dental and life insurance, social security and retirement plan.

Compiles employment data and prepares periodic and special personnel reports as required.

Provides routine information about personnel rules and regulations, procedures and other routine matters to employees, management officials or the general public.

Administers written paper and pencil examinations; corrects test papers and computes raw score.

Maintains personnel records.

May perform incidental typing and clerical duties in the performance of assigned tasks.

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.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537 extension 5536/5538.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

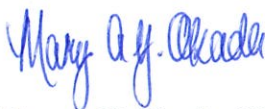
EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.

ae **President**

AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

GUAMCOMMUNITYCOLLEGE

Email: hrjobs@guamcc.edu | Phone: (671) 735-5537 | www.guamcc.edu

Location: 1 Sesame Street, Mangilao, Guam