DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
501 Mariner Avenue
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JUDITH T. WON PAT, Ed.D.
Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT

To establish a list for the position of

BUYER II (1.446)

ANNOUNCEMENT NO. HRD-005-2027

Open: November 05, 2026 **Close:** CONTINUOUS (UNTIL FILLED)

2023 GENERAL PAY PLAN (GPP)
OPEN: I-1; $34,886.00 per annum

Employment: Limited Term - Full Time Appointment
Location: **Supply Management Division**
Funding: Federal

We are an Equal Opportunity Employer

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.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "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 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."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

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 invitations 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 analyze 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.

EMPLOYMENT BENEFITS:
This is a limited-term full-time appointment for the Supply Management Division. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay period per year.

APPLICATION SUBMISSION AND DEADLINE:
Employment applications may be obtained from our website **https://www.gdoe.net/District/Department/14-Human-Resources-Division/1750-Forms.html** or at the GDOE Human Resources Division located at Building B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **the position is filled** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of DOE job applications -one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):
This is a **COVERED** position. Please complete a FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. **Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheet. You may contact us at 671-475-0496 or via email **humanresources@gdoe.net.**



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