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# ANNOUNCEMENT

January 4, 2019

**OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):**

*Announcement No. 031-19*

***Code No. Position Title***

**1.452 SUPPLY MANAGEMENT ADMINISTRATOR**

**Salary Range:**

Open: N-01 \$45,014.00 – N-07 \$56,268.00 Per Annum

Prom: N-01 \$45,014.00 – N-18 \$79,338.00 Per Annum

**Opening Date:** January 4, 2019

**Closing Date:** January 17, 2019

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three years of experience in the various phases of supply work, including procurement, supply cataloging, warehousing, contracting, stock controlling, and in issuing and receiving of supplies; three years of supervisory experience and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**QUALIFICATIONS REQUIRED:** Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the various supply management functions in an autonomous agency.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices, techniques and procedures in supply management programs and operations. Ability to administer the programs and activities of the various supply management functions in an autonomous agency. Ability to make decisions in accordance with appropriate program guidelines. Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness. Ability to interpret and apply pertinent laws, regulations and policies governing the purchasing of commodities by the agency. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effective, orally, and in writing. Ability to maintain records and prepare reports.

**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.) Administers procurement, warehousing, inventory and surplus property program in an autonomous agency. Makes a variety of technical and administrative decisions, determinations, and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies. Devises and installs new or established procedures and methods governing procurement, warehousing, and distribution; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data; develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems or programs. Responsible for procuring, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes final decisions and determinations of awards and contracts for supplies. Conducts continuous study, analysis and planning for formulating long range supply requirements, plans, programs and policies. Perform related duties as required.

**EDUCATION:**

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

## 1.452 SUPPLY MANAGEMENT ADMINISTRATOR #031-19

### **VETERANS / DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **PREFERENTIAL HIRING STATUS:**

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**


All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

  
for **JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

Supply Management Administrator 01/04/19  
Approved by CHRO 01/04/19