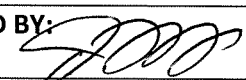
		JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: COURT PROCUREMENT OFFICER SUPERVISOR		EFFECTIVE DATE: October 2017	
PAY GRADE: <p style="text-align: center;">O</p>	TOTAL HAY EVALUATION POINTS: <p style="text-align: center;">451</p>	POSITION STATUS: <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	
FLSA CATEGORY: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		EEO CATEGORY: TECHNICIAN	
REPORTS TO: P&FM Administrator		APPROVED BY: 	

NATURE OF WORK:

Under general direction, provides supervision over professional, technical, and clerical staff engaged in purchasing activities including planning, directing, and coordinating purchasing activities for the organization. Responsible for the development and documentation of purchasing policies and procedures; staff development and training programs; budget recommendations; and electronic procurement systems, in accordance with applicable laws, rules and regulations. Responsible for the preparation of specifications, bids, and contracts as requested.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Manages and supervises a procurement staff responsible for the following tasks in accordance with all applicable federal, state and local laws, policies and procedures:

- a. Establishing annual purchasing plans for the purchase of supplies, services and construction.
- b. Reviewing major solicitation specifications and contracts to ensure compliance and identify opportunities for improvement.
- c. Recommending revisions to purchasing policies to the Procurement and Facilities Management Administrator regarding the purchase of supplies and services.
- e. Establishing, maintaining and disseminating guides, manuals and other documents regarding purchasing policies and procedures.
- f. Ensuring compliance with legislative mandates and procurement policies and procedures by reviewing and monitoring purchases conducted by any designee, department, agency or official.
- g. Developing and conducting internal and external purchasing for department end users responsible for requisitioning training.

- h. Providing support services for information technology systems used to facilitate purchasing.
- i. Ensuring timely reconciliation of the procurement card purchases.
- j. Researching market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- k. Preparing and issues solicitation documents.
- l. Receiving and evaluating proposals and bids; awards or recommends the award of contracts.

Assists in the general supervision and control over all inventories of supplies.

Delegates authority and assigns work to subordinate staff commensurate with their qualifications and existing workload.

Prepares reports and correspondence.

Prepares and maintain accurate records and documentation on all staff activities.

Adheres to and complies with all promulgated policies, standards, and codes of ethical conduct.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of modern principles and practices of large scale governmental procurement and supply-chain management.

Knowledge and understanding of current procurement statutes, regulations, policies, procedures, and programs.

Knowledge of business practices related to purchasing.

Knowledge of solicitation methods and their administration related to procurement.

Knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirement applicable to work.

Knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.

Knowledge of techniques of organizing and motivating individuals and groups.

Knowledge of cost accounting as it relates to price and cost analysis.

Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.

Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.

Ability to establish schedules and to complete projects on a timely basis.

Ability to successfully deal with all persons in a fair and equitable manner.

Skilled with computers, including automated purchasing systems and common office software and productivity tools.

Skilled in establishing and maintaining effective working relationships with all other personnel, departmental personnel, supervisors, and vendors.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with a Bachelor's degree in Business or Public Administration, Business Law, Finance, Purchasing or closely related field; plus three (3) years of professional work experience in purchasing, contracting, buying or negotiating purchases; inclusive of two (2) years as a Court Procurement Officer III or as a supervisor managing procurement operations; or

- B. Graduation from high school or GED equivalent; plus six (6) years of professional work experience in purchasing, contracting, buying or negotiating purchases; inclusive of two (2) years as a Court Procurement Officer III or as a supervisor managing procurement operations.

REQUIRED QUALIFICATIONS /LICENSES/CERTIFICATES:

Certification of Enrichment (Modules 1-4) from G.C.C.