



JUDICIARY OF GUAM



Administrative Office of the Courts
Human Resources Office
Guam Judicial Center · 120 W OBrien Drive · Hagatna, GU 96910
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Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John O. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

OPEN JOB ANNOUNCEMENT

POSITION TITLE:		ANNOUNCEMENT NO. 126-2019
PROCUREMENT AND FACILITIES MANAGEMENT ADMINISTRATOR		
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS		TYPE OF ANNOUNCEMENT: FULL-TIME UNCLASSIFIED APPOINTMENT
DIVISION: COURT ADMINISTRATIVE SERVICES		
PAY GRADE: EPP-T		
SALARY: NEGOTIABLE		
APPLICATION WILL BE ACCEPTED FOR THE PERIOD:		
OPENS: JANUARY 11, 2019		
CLOSES: CONTINUOUS UNTIL FILLED		

NATURE OF WORK

This management level position is responsible for the overall administration and coordination of the Judiciary's Procurement and Facilities Management Operations. An employee in this class identifies, manages, coordinates and directs Capital Improvement Projects for the Judiciary in support of the operations and strategies identified in the Facilities Master Plan and Strategic Plan. This includes facilities budgeting, contracting and procurement, contract management, planning, regulatory compliance management, project review and project management activities.

An incumbent in this classification functions independently under administrative direction and in accordance with established applicable statutes and court policies, practices, procedures and government procurement guidelines.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of principles and practices of public sector administration, supervision and management.
- Knowledge of federal and/or local procurement laws, rules, regulations, policies and procedures.
- Knowledge of principles, practices, techniques and procedure in procurement and contract management and operations.
- Knowledge of supply management principles and practices, including safety practices/procedures and inventory control methods/practices.
- Knowledge of contract negotiation and the awarding of contracts.
- Knowledge of current market conditions, trends, and new product development.
- Ability to administer the programs and activities of various procurement and facilities management functions:
- Ability to evaluate and analyze program plans and operations and make recommendations regarding policies and operational methods for improvement.
- Ability to purchase a wide variety of materials, supplies, equipment, and services;
- Ability to research, prepare, review, and approve technical specifications, Purchase Requisitions, Purchase Orders, Requests for Bids and Proposals, and contract documents;
- Ability to negotiate and prepare agreements and contracts;
- Ability to respond to inquiries regarding contracts, bids and proposals;
- Ability to interpret and apply pertinent laws, regulations and policies;
- Ability to organize and supervise a unit of employees;
- Ability to work and communicate effectively, both orally and in writing, with the public, government officials, Judiciary employees and network agencies.

MINIMUM EXPERIENCE AND TRAINING


A. Graduation from an accredited college or university with a master's degree in Public or Business Administration or a related field, plus five (5) years of professional experience in procurement, contract negotiations and management, Capital Improvement Projects, and facilities management, including three (3) years in a supervisory capacity; or

B. Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration or a related field, plus six (6) years of professional experience in procurement, contract negotiations and management, Capital Improvement Projects, and facilities management, including three (3) years in a supervisory capacity; or

C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

"The Judiciary of Guam is an equal opportunity provider and employer."

REQUIRED LICENSES/CERTIFICATES	Certificate of Enrichment (Advanced) from the Guam Community College Procurement Program in accordance with 5GCA § 5141.
RATING AND SELECTION FACTORS	Candidates will be considered and selected based on merit without discrimination because of age, disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex, sexual harassment and any other classification protected by law. Evaluation will be based on the candidate's education, experience, and training as evidenced in the submitted application for employment form.
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 coordinated by the Human Resources Office for all eligibles referred via certification.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of sex offense under the provision 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.
DRUG SCREENING	Applicants selected for employment with the Judiciary of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Positions (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
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.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment may undergo a medical examination and be declared by a physician as capable of performing the duties of the position within six (6) months from date of hire.
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.
DISABILITY PREFERENCE	Title 4 Guam Code Annotated §4104 provides for five (5) preferential points for applicants who are residents of Guam and are physically or mentally impaired, but are physically and mentally able to perform efficiently and safely the duties of the job being applied for. Applicants claiming points for disability preference must submit a Certification of Disability from the Department of Integrated Services for Individuals with Disabilities, Division of Vocational Rehabilitation.
EDUCATION	All applicants must provide proof of acquired education by submitting a copy of his/her high school diploma or General Education Development (G.E.D.) or college diploma and/or official transcripts.
POLICE AND COURT CLERANCE REQUIREMENTS	Police and Court Clearances are required upon selection and conditional offer of employment.
WHERE TO APPLY	Applicants can obtain and must submit an "Application for Employment" form to : Human Resources Office, Judiciary of Guam, Guam Judicial Center, 120 West O'Brien Dr. Hagatna, Guam 96910. The Application for Employment form is also available on the Judiciary of Guam's website at www.guamcourts.org.
FOR MORE INFORMATION	For additional information, please call the Human Resources Office at 475-3399/3329/3422.
EQUAL EMPLOYMENT OPPORTUNITY	<p>The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, Program Coordinator IV, at 475-3374 or via email at lperez@guamcourts.org prior to any scheduled examinations or interviews.</p> <p>In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.</p>


JOHN O. VIZAMA
 Administrator of the Courts