

CHIEF PROCUREMENT OFFICER (GSA)**NATURE OF WORK IN THIS CLASS:**

Directs and manages the programs and activities of the General Supply Services Agency of the Government of Guam.

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.)

Directs and manages the central supply management program operations, including purchasing and contracting for materials and services, inventory management, warehousing, distribution, federal and local government property utilization and control, sale, lease or disposal of supplies by public auction, competitive sealed bidding or other legally authorized method, customer service including technical and research support for customer agencies and related activities with respect to supplies and services.

Directs the procurement, warehousing, distribution and control of both local and federal surplus properties.

Formulates, recommends and administers supply requirements, policies and procedures.

Ensures adequate acquisition and maintenance of supplies, materials and equipment to meet the demands and needs of the Government of Guam entities.

Exercises authority over the award or administration of contracts, disputes, claims or litigations.

Reviews, analyzes and approves procurement transaction, such as invitations to bids and awards, contract schedules and awards, lease agreements, purchase order and emergency procurement, including waiver of program requirements.

Provides technical information and advice to the Policy Office and government officials pertaining to government procurement, warehousing and contracting policies and requirements.

Makes analysis and determination in awarding or rejecting formal/informal negotiations and sealed bids, and determines alternate procurement methods.

Makes determination/recommendation to waive or assess liquidated damages for any default on the performance of contract and related requirements.

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Serves as certifying officer for the Inventory Revolving Fund.

Evaluates program operations and initiates/recommends necessary changes to improve effectiveness.

Prepares and administers program budget; administers administrative policies for personnel, training and safety.

Maintains records and prepares report.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the modern principles, practices and techniques of public procurement and supply administration.

Knowledge of local and federal surplus property management and operations.

Knowledge of the principles and practices of public administration.

Ability to administer a central procurement and supply operation and activities for departments and agencies of the government.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations, and other program guidelines.

Ability to evaluate operational effectiveness and to initiate/recommend changes in program requirements and operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Eight years of technical experience in the various phases of procurement and supply management of which three years must have been in a large-scale management and operation of public procurement of supplies and services, including the management, warehousing, distribution and control of surplus properties and graduation from high school; or

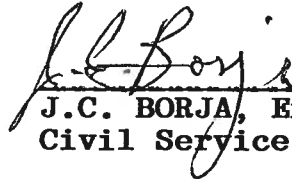
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(b) Any equivalent combination of experience and training which provides the minimum knowledges, abilities and skills.

PAY RANGE: 47

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J.C. BORJA, Executive Director
Civil Service Commission