Docusign Envelope ID: 63F7CE96-557B-8F9A-8349-A811A01A934B

GUAM WATERWORKS AUTHORITY
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P.O. Box 3010, Hagåtña, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

AMENDMENT TO JOB ANNOUNCEMENT

Friday, April 23, 2026

The following job announcement is amended to now close on:

POSITION TITLE				ANNOUNCEMENT NUMBER	
PROCUREMENT AND MATERIALS MANAGEMENT ADMINISTRATOR				26-008	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	O4-A	$52.90	PER HOUR	DATE OPEN:	MARCH 31, 2026
		$110,028.00	PER ANNUM		
MAXIMUM:	O5-A	$55.05	PER HOUR	DATE CLOSED:	MAY 05, 2026
		$114,495.00	PER ANNUM		

For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

Miguel C. Bordallo, P.E.,
GENERAL MANAGER

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"

#1945

Docusign Envelope ID: B7F58634-5749-42F8-AD41-B1F6DE586007

GUAM WATERWORKS AUTHORITY
Gloria B. Nelson Public Service Building | 688 Route 15, Mangilao, Guam 96913
P.O. Box 3010, Hagåtña, Guam 96932
Tel. No. (671) 300-6846/48 Fax No. (671) 648-3290

JOB ANNOUNCEMENT
(OPEN)

TO ESTABLISH A LIST FOR THE POSITION OF:

POSITION TITLE				ANNOUNCEMENT NUMBER	
PROCUREMENT AND MATERIALS MANAGEMENT ADMINISTRATOR				26-008	
SALARY				APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:	
MINIMUM:	O4-A	$52.90	PER HOUR	DATE OPEN:	MARCH 31, 2026
		$110,028.00	PER ANNUM		
MAXIMUM:	O5-A	$55.05	PER HOUR	DATE CLOSED:	APRIL 21, 2026
		$114,495.00	PER ANNUM		

WHO CAN APPLY:

Open to all government of Guam employees and the general public.

HOW AND WHERE TO APPLY:

Submit GWA Employment Applications to the GWA Personnel Services Division – Human Resources Office, #205 (2nd Floor) in the Gloria B. Nelson Public Service Building between 8:00 am - 5:00 pm, Monday through Friday. Applicants are encouraged to submit electronically to hrjobs@guamwaterworks.org. ***All applications received via electronic mail or fax, must be submitted by 11:59 pm (Guam time) on the closing date of the job announcement.*** For more information, call the Human Resources Office at (671)300-6076/6852/6899 or visit our website at www.guamwaterworks.org.

MINIMUM EXPERIENCE AND TRAINING:

A) Graduation from a recognized college or university with a bachelor's degree in public or business administration, supply chain management, economics, accounting, Logistics or related fields, and five (5) years of progressively responsible experience in procurement, supply chain, warehouse operations, or materials management, including at least two (2) years in a supervisory or managerial capacity; ***or***

B) Graduation from a recognized college or university with an associate's degree in public or business administration, supply chain management, economics, or related fields, and seven (7) years of progressively responsible experience in procurement, supply chain, warehouse operations, or materials management, including at least two (2) years in a supervisory or managerial capacity; ***or***

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

LICENSES, CERTIFICATES, AND SPECIAL REQUIREMENTS:

Possession of, or ability to obtain within one (1) year of hire (unless extended by the General Manager), a Certificate of Enrichment (Advanced), Modules 1, 2, 3, and 4, in accordance with 5GCA, Chapter 5, § 5141(i) and

Must possess and maintain a valid driver's license

Preferred: Experience in a public-sector, utility, infrastructure, or other highly regulated environment. Professional certification in public procurement issued by the Universal Public Procurement Certification Council (UPPCC), such as Certified Public Procurement Officer (CPPO).

NATURE OF WORK IN THIS CLASS:

Under general administrative direction, the Procurement and Materials Management Administrator is responsible for planning, directing, and overseeing the Authority's centralized procurement, contracting, inventory control, warehousing, and materials management functions. The incumbent provides strategic leadership and operational oversight to ensure the timely, compliant, and cost-effective acquisition, storage, distribution, and lifecycle management of materials, equipment, services, and supplies critical to water and wastewater operations. This position serves as the utility's principal authority for procurement policy implementation, warehouse operations, inventory governance, and supply-chain risk management, ensuring alignment with regulatory requirements, financial controls, and operational continuity.

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.)

Develop, plan, and implement the division goals and objectives; recommend and administer policies and procedures. Coordinate division activities with other divisions, departments, and outside agencies and organizations to ensure effective delivery of services. Directs and oversees all procurement activities, including formal solicitations (IFB, RFP, RFQ), sole-source and emergency procurements, contract negotiations, renewals, amendments, protests, and close-

Docusign Envelope ID: B7F58634-5749-42F8-AD41-B1F6DE586007

out activities. Ensures compliance with applicable procurement laws, regulations, policies, and audit standards, including competitive bidding requirements and documentation standards. Develops, implements, and enforces procurement procedures, internal controls, and approval thresholds to mitigate financial, legal, and operational risk. Advises executive management on procurement strategy, market conditions, lead times, pricing trends, and vendor risk. Coordinates closely with Finance, Legal, Operations, and Engineering to ensure procurements align with capital improvement plans, operating budgets, and project schedules. Review and approve purchases/contracts up to approved limits and make recommendations to the General Manager for awards of purchases/contracts beyond approved limits. Directs centralized warehouse operations, including receiving, storage, issuance, cycle counting, reconciliation, and disposal of materials and equipment. Responsible to ensure there are established inventory control standards, reorder points, safety stock levels, and critical spares strategies to ensure uninterrupted water and wastewater operations. Oversees the integrity of inventory valuation, stock classification (stock vs. non-stock), and materials accounting in coordination with Finance. Ensures proper handling and storage of regulated, hazardous, and sensitive materials in compliance with safety and environmental requirements. Evaluates warehouse layout, workflows, and systems to improve efficiency, accuracy, and internal controls. Prepare the procurement & warehouse division's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget. Exercises administrative and technical supervision over procurement, warehouse, and materials management staff. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; and maintain discipline and high standards necessary for the efficient and professional operation of the department. Works with Division Heads to develop short- and long-term supply-chain strategies to address infrastructure aging, emergency preparedness, regulatory compliance, and market volatility. Leads procurement and warehouse planning for emergency response, disaster recovery, and continuity of operations. Prepare market research and vendor analysis to support sourcing strategies and mitigate supply disruptions and reduce expenses. Provides data-driven analysis and reporting to executive management and governing bodies on procurement performance, inventory health, and cost trends. Represent the division and department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary. Research, prepare, and present technical and administrative reports and studies; prepare written correspondence as necessary. Keep current on new products, technological changes, and supply functions, new trends and innovations in the field of purchasing and contract administration. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes, and their application to the Authority's operations and Capital Improvement Program. Knowledge of public procurement and contracting concepts sufficient to interpret requirements, evaluate compliance, assess risk, and exercise judgment within established authority. Knowledge of materials and inventory management concepts sufficient to ensure availability of critical resources, internal control, and operational continuity. Knowledge of budgeting and financial control concepts sufficient to plan, administer, and monitor division-level resources and expenditures. Knowledge of supervisory and personnel management principles applicable to direct staff performance, accountability, and professional development. Ability to exercise independent judgment in the administration of a complex operational support function within established legal, regulatory, and policy frameworks. Ability to analyze information, evaluate alternatives, and make sound recommendations on matters with financial, operational, and compliance impacts. Ability to interpret and apply laws, regulations, policies, and procedures to practical situations involving competing priorities and limited resources. Ability to plan and organize work, set priorities, and coordinate activities across organizational units to support utility-wide objectives. Ability to communicate effectively, both orally and in writing, to convey analysis, recommendations, and decisions to executive management, staff, and external stakeholders. Ability to use automated systems and technology as tools to support administrative decision making, reporting, and internal controls.

PROHIBITION:

Pursuant to Public Law No. 28-98: “No person convicted of a sex offense under the provisions 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”.

WORK ELIGIBILITY:

Public Law 99-603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

DOCUMENTATION REQUIREMENTS:

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government-recognized accrediting agency.

EDUCATION:

Pursuant to Public Law 29-113, Section 3 Subsection (c) of §4101, Article 1, Chapter 4 of Title 4, Guam Code Annotated, is hereby repealed and reenacted to read: “(c) 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 education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational-technical institution, in the specialized field required for the job.” Applicants claiming degrees or credit hours are required to provide a copy of their college transcript. All new employees (meaning not a current government of Guam employee, to include re-employment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position.

Docusign Envelope ID: B7F58634-5749-42F8-AD41-B1F6DE586007

DRUG SCREENING:
Applicants conditionally selected for this position shall undergo and pass a urinary screen for illicit/illegal drugs pursuant to GWA's Drug and Alcohol-Free Workplace Policy (DAFWP) prior to receiving a Final Offer of Employment. Applicants who violate the requirements of the DAFWP or refuse to take the mandatory drug test will be disqualified, and any offer of employment will be rescinded.

EMPLOYMENT MEDICAL EXAMINATION:
All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the essential duties of the position being hired for.

PREFERENCE POINTS:
Applicants claiming veteran's preference are required to provide a copy of their DD-214, Member 4 Form. Applicant's claiming a disabled veterans are required to provide a copy of a letter from the U.S. Veterans Administration.

ELIGIBLE RATING:
After receiving an eligible rating, your chances for an interview depend on (1) the number of available vacancies; (2) whether your rating score is high enough to be certified (see CERTIFICATION FOR INTERVIEW); (3) whether or not a registered Enhanced Placement Program (EEP) eligible, Priority Placement Program (PPP) eligible, or a Bonafide preferential hire is on the same eligibility list as you. For these reasons we cannot give definite information about how soon you might be contacted for an interview.

INTERVIEWING PROCEDURES:
A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

EXPIRATION OF ELIGIBLE RATING:
Your eligible rating score expires after one (1) year your score is established, which is indicated on your Notice of Rating. If you applied under a continuous job announcement and the job announcement has yet to close, you may update your rating score by submitting a new employment application form. For closed job announcements, you may update your rating by reapplying and repeating the application process when the position is re-announced. If your rating score expires under a closed job announcement, you can only be eligible again by reapplying and repeating the application process when the position is re-announced. In general, though, you are encouraged to apply for any and all job announcements that you feel you qualify for, and are eligible to apply for. (Please note, that depending upon the needs of a particular department, positions may be announced with Selective Certifications, aka Selective Factors (SF) requirements which may affect your eligibility for a position, under a particular job announcement).

CERTIFICATION FOR INTERVIEW:
For each vacancy, the top eight (8) applicants with the highest scores are scheduled for interviews (ten applicants for the laborer and custodial vacancies.) However, in the event of tie scores with the eighth eligible, all eligibles with the same score as the eighth eligible will be referred. When your name is reached, you will be notified by mail and/or telephone, and/or email to report for an interview. You may or may not be selected as a result of the interview. If you are not selected, your name will be placed back on the eligible list for consideration in filling future vacancies until your score expires.

Brett E. Railey, P.E.
ACTING GENERAL MANAGER

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"