

PROMOTIONAL/TRANSFER OPPORTUNITY

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands for the Public School System.

POSITION/TITLE: Procurement & Supply Specialist

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-072**

OPENING DATE: **July 8, 2021**

CLOSING DATE: **July 22, 2021**

SALARY: Pay level/Grade: **Ungraded; STEP(S):Ungraded; \$17,750.25 - \$39,642.63 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **PSS, Procurement & Supply Office**

DUTIES & RESPONSIBILITIES:

- Coordinates and directs the maintenance of all purchase orders and contract files by type of procurement.
- Maintains a systematic communication and follow-up system
- Maintains a recording system for all purchase orders and contracts.
- Acknowledges and accounts for all orders delivered by vendors – for the requesting school/program.
- Prepares, secures, organizes, and coordinates receipt of all inbound orders to each respective school, office, or program.
- Prepares and processes receiving reports of all inbound shipments.
- Informs all Program/Schools of incoming orders and maintains records of delivered and pick-up items.
- Possesses the ability to communicate effectively and clearly.
- Works closely with other procurement specialists to accomplish assigned tasks.
- Assists with PSS lower base warehouse upkeep and organization of deliveries and Public School System archived files within the warehouse.
- Performs other related duties as assigned.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with an Associate degree in Business and emphasis in Computer or related field with at least three (3) years work related experience involving logistics, warehousing, inventory or receiving; OR
- High School Diploma or GED equivalent with five (5) years work related experience involving logistics, warehousing, inventory or receiving.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Ability to develop and maintain record keeping systems and procedures.
- Skill in the use of computers, preferably in PC, Window-based operating environments.
- Ability to gather data, to compile information, and prepare reports.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders in the community.
- Skill in organizing resources and establishing priorities.
- Ability to design and implement systems necessary to collect, to maintain, and analyze data.
- Ability to create, to compose, and edit written materials
- Ability to effectively communicate with co-workers and family members.
- Must be willing to and able to travel to meet program needs.
- Communicate effectively both orally and in writing, including giving and receiving feedback.

- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- Expert Office Automation Skills (Microsoft Word, Excel, Outlook)

CONDITIONAL REQUIREMENTS:

Procurement & Supply Specialist is considered “NON-EXEMPT STATUS”: Is eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT)*.

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037, 3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan