

# PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT

HUMAN RESOURCES OFFICE

**(PLEASE POST PHYSICALLY)**

It is the policy of the 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: Facilities Development & Management Director**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2022-027**

OPENING DATE: **May 06, 2022**

CLOSING DATE: **May 20, 2022**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$65,000.00 - \$80,000.00 Per Annum**

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

LOCATION: **Office of Administrative Services**

### DUTIES & RESPONSIBILITIES:

- Conducts research and studies related to educational facilities needs at different geographical locations in the CNMI.
- Compiles planning data in economic and feasibility analysis for proposed projects.
- Recommends to the Board of Education and the Public School System key management types of buildings and landscaping best suited to various locations.
- Develops immediate and long-range plans to meet the departments growing needs based on appropriate and/or pertinent information gathered from educational facilities needs in the CNMI.
- Coordinates the efforts of the Public School System with those of the Department of Public Works and other applicable agencies to ensure that all programming activities and work schedules are in conformity with the Public School System's objectives, commitments and fund limitations.
- Formulates criteria for project selection and sets priorities for project implementation.
- Plans and prepares the design of the physical development master plan of each school area, including land title search, land procurement, boundary line, plat plan, topographical plan and school facilities layout.
- Prepares design, working drawings, specifications and costs breakdown of proposed school buildings and other activities.
- Provide construction management and inspections of a particular school project as needed.
- Prepares and advertises FDM bids, conducts bid conferences with contractors, negotiates bid prices with Contractors.

- Conducts energy audits for school facilities, prepares energy conservation plans and cost estimates, requests funds for the implementation of energy projects, and inspects construction of the energy projects.
- Review and check plans, specifications, cost estimates, and other architectural features of proposed educational facilities construction or renovations projects, which are prepared and submitted commissioned private architectural and engineering firms, for architectural and structural adequacy and conformity with the Public School System's policies and objectives.
- Recommends approval/disapproval to the Commissioner of Education.
- Serves as a liaison between the Department of Public Works, Governor's Office, Legislature, federal agencies, Private architectural and engineering contract firms, and other government organizations or agencies, both at the headquarters and outer islands levels, in any matter pertaining to Capital Improvement for the Public School System, represents the Public School System at Public buildings for construction of major education projects.
- Prepares periodic, consolidated status reports of the physical progress of current construction projects. Shares reports with the Board of Education, Principals, and involved stakeholders.
- Represents the Public School System in working with Public Works or other organizations to resolve problems which may arise.
- In cooperation with Public Works, private architectural and engineering firms and other concerned organizations or agencies, conducts on-site inspections.
- Evaluates and appraises completed projects turned over for final payment.
- Recommends final project acceptance or rejection to the Commissioner of Education.
- Reviews and keeps control of accounts of all current project funds allocated for expenditure, verifies appropriateness of account charges and investigates proprietary of bills for payment as pertinent to Education building projects.
- Prepares periodic financial status reports of construction and renovation projects and submits to the Commissioner of Education.
- Assists the compilation of current and projected data (e.g. number, type, and condition of facilities and equipment; school enrollment; etc.) and, through analysis and interpretation of such data, recommends for the integration of capital improvement needs into the Public School System Five Year Plans and yearly budgets.
- Conducts periodic physical inventory of existing educational facilities throughout the CNMI and determines there from service backlogs, replacement and maintenance needs, current and future demands on such facilities.
- Confers with school officials on specifications of equipment required determines funds availability, obtains price quotation, and coordinates with the Department of Public Works or other agencies for final acquisition.
- Coordinates and provides technical assistance to the Maintenance Supervisor and his staff on school building maintenance and repair, ground improvement and landscaping.
- 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 a BA degree in Architecture, Civil Engineering, or related field, plus at least five (5) years' experience in construction management, architecture, or related field; Preferred Professional License.

#### 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:

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.

- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback

**CONDITIONAL REQUIREMENTS:**

This position is considered “EXEMPT STATUS”: Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment or 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](mailto:LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG), THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK 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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan