

# 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: Procurement Specialist (2 Positions) (Amendment)**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-064**

OPENING DATE: **July 1, 2021**

CLOSING DATE: **July 15, 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**

## DUTIES & RESPONSIBILITIES: CONTRACTS

- Prepares independent contracts for routing.
- Prepares Request for Proposals (RFP) and Invitation for Bids (IFB).
- Reviews and ensures that contracts received in Procurement have the required documents attached prior to the Procurement Officer's review of the contracts.
- Reviews and follows up on contract routing. Distributes announcements to media on Proposals and Invitation for Bids.
- Ensures that adequate number of copies is made on specifications for all respective bidders.
- Accept all bids or proposals from bidders and records the date of submission, time and names of vendors submitting bids.
- Prepares forms prior to bid or proposals opening.
- Assists the Procurement Officer in compiling required documents for bid analysis.
- Produces duplicate of all contracts that have been fully executed and distributes copies to programs, vendors and accounts payable for their reference.
- Faxes or e-mails copies of contracts to both On-island and Off-island vendors for signatures.
- Keeps the contract files of the Procurement Office in orderly fashion.
- Prepares contracts for both RFP's and IFB's.
- Performs other related duties as assigned.

## DUTIES & RESPONSIBILITIES: PURCHASE ORDERS

Reviews Small Emergency Purchase Orders and Purchase Requisitions to ensure all required documents are attached prior to the final review and approval of the P & S Officer.

Responsible in inputting S/E PO's and PR's into the JD Edwards System. Provide original PO's (local PO's only) to the mail runner to deliver to the vendor. Make required copies for the designated schools and programs.

Provide all off-island original PO's to the Freight Forwarders (who act as a receiver/shipper for PSS). Forwarder will contact the supplier vendor. Verify with the vendor the items and quantity of goods readied for shipment to CNMI by air or ocean. Prepare advance/request for a wire transfer of funds from F&B office to pay the supplier vendor for the ordered items. Forwarder will inform vendor that payment is on process and advise them to prepare for the release of the goods once payment is received. Ensure that forwarder delivers the goods to the schools and programs in a timely manner. Make weekly follow-ups on all PSS outstanding orders.

Provide JDE training to schools whenever it is needed including Tinian and Rota.

Can work independently without supervision.

## 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:

Procurement Specialist I – Graduation from an accredited college or university with a BA degree, plus one (1) year work related experience OR High School Diploma, plus five (5) years work related experience.

Procurement Specialist II - Graduation from an accredited college or university with a BA degree, plus two (2) years work related experience OR High School Diploma, plus six (6) years work related experience.

Procurement Specialist III - Graduation from an accredited college or university with a BA degree, plus three (3) years work related experience OR High School Diploma, plus seven (7) years work related experience.

Procurement Specialist IV - Graduation from an accredited college or university with a BA degree, plus four (4) years work related experience OR High School Diploma, plus eight (8) years work related experience.

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.

JOB RELATED SKILLS AND EXPERIENCE:

This section further describes the position by listing key skills and experience. The proficiency levels range from lowest to highest: Basic, Intermediate, Advanced, and Expert.

Office Automation Skills | Microsoft Word | Intermediate  
Office Automation Skills | Microsoft Excel | Intermediate  
Office Automation Skills | Microsoft Outlook | Intermediate  
Oral & Written Skills | Grammar/Style | Intermediate to Advanced  
Record Keeping Skills | Filing & Document Management | Advanced

CONDITIONAL REQUIREMENTS:

Procurement Specialist I-III 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.

Procurement Specialist IV 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) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/52.

*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