

# PROMOTIONAL & OPEN COMPETITIVE

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 System, Human Resources Office 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: Project Coordinator**

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-019**

OPENING DATE: **April 4, 2025**

CLOSING DATE: **April 18, 2025**

SALARY: Pay Level: **Ungraded**; STEPS(S): **Ungraded**; **\$45,000.00 - \$55,000.00 Per Annum**

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

LOCATION: **Office of Administrative Services – Supporting America’s School Infrastructure (SASI) Program**

### NATURE OF WORK:

This position reports to the Supporting America’s School Infrastructure (SASI) Program - Project Director under the Office of Administrative Services. The purpose of this position is assist the project director with the following:

### ESSENTIAL TASKS:

- Performs facilities condition management related tasks which includes:
  - site assessment and site investigative works;
  - permit coordination;
  - daily monitoring of projects;
  - review of scope of work (SOW) and/or specifications;
  - review of cost estimates and bid schedules;
  - coordinating/facilitating procurement services;
  - possesses thorough knowledge of IBC 2018 and all other applicable CNMI governing codes;
  - possesses knowledge of building materials and construction methods;
  - excellent planning and organizational skills due to fast-paced environment and high-volume work load required;
  - coordination of regular meetings with PSS, third-party A&E firms, regulatory agencies, external agencies, and other stakeholders involved, as required.
  - Preparation of detailed reports, logs, worksheets, and other supporting documentation to ensure financial award provisions and conditions are in compliance and as required applicable agencies.

- Preparation of Invitation for Bid (IFB), Request for Proposal (RFP), response to Request for Information (RFI) and other applicable requirements during the bid process.
- Completion of close-out documentation for review by the project director, including pre-final punch-list items and ensure performance of corrective work.
- Perform other tasks as required and attend to matters relating to the project management.
- Other applicable facilities condition and management tasks.
- Must be able to travel.

#### FORTY (40) HOUR WORKWEEK:

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

#### QUALIFICATIONS:

- Graduation from a U.S. Accredited college or university with a Bachelor's Degree plus two (2) years of work-related experience.
- Experience in coordinating projects
- Knowledge in computer applications such as Microsoft Word, Microsoft Excel, Microsoft Project

#### KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

#### JOB RELATED SKILLS AND EXPERIENCE:

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student and support services;
- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Thorough knowledge of federal and local laws, codes, regulations and ordinances related to the areas of responsibility for student and support services;
- Excellent oral and written communication skills;
- 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 Office Automation Skills (Microsoft Word, Excel, Outlook)

- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management

#### CONDITIONAL REQUIREMENTS:

Project Coordinator 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 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. TRAFFIC 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 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) 237-3037/52.

*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			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan