

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: Supporting America's School Infrastructure (SASI) Grant Program Director

EXAMINATION ANNOUNCEMENT NO.: **PSS-2024-017**

OPENING DATE: **March 15, 2024**

CLOSING DATE: **March 29, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$65,000.00 - \$75,000.00 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:

Under the supervision of the Associate Commissioner of Administrative Services, with support from the Federal Programs Office-Grants Management and Compliance unit, the duties and responsibilities of the Supporting America's School Infrastructure Grant Program Director are listed as follows:

- Develop and implement a comprehensive 10-year School Facilities Master Plan as per the objectives of the Supporting America's School Infrastructure (SASI) Grant Program.
- Lead the transition to a cloud-based facilities maintenance management system to automate and streamline maintenance processes, ensuring real-time reporting and operation efficiency.
- Establish and oversee an innovative maintenance training program for district staff to enhance facility safety and longevity.
- Coordinate with the Associate Commissioner of Administrative Services, the CNMI Public School System (PSS), and external stakeholders to ensure project alignment with the district's needs and grant expectations.
- Oversee the allocation and utilization of the grant funding across the project's objectives, ensuring fiscal responsibility, grant compliance, and transparency.
- Engage with local communities, government agencies, and other stakeholders to foster collaboration and support for the project.
- Monitor and report on the progress of the project's objectives, including the development of the School Facilities Master Plan, the implementation of the cloud-based maintenance management system, and the execution of the maintenance training program.
- Ensure the project's adherence to local and federal regulations, sustainability practices, and safety standards.
- Evaluate project outcomes to assess impact on school infrastructure resilience, efficiency, and sustainability.

- Supervise grant staff; and
- Perform other related duties as assigned by the Associate Commissioner of Administrative Services.

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 MA/MS degree in Architecture, Civil Engineering, Public Administration, Project Management, Education Leadership, or related field, plus at least five (5) years of experience in project management, facilities management, or related field in an educational or public sector environment.
- Demonstrated experience in managing large-scale grants, preferably in the educational sector or related field.
- Proven track record of successfully implementing technology solutions, preferably cloud-based systems, within large organizations or school systems.
- Experience in developing and executing training programs for a diverse staff population.
- Preferred Professional License or Certification relevant to facilities management, project management, or School Administrator Certification.

ADDITIONAL QUALIFICATIONS:

- Strong leadership and organizational skills, with the ability to motivate and manage teams effectively.
- Excellent interpersonal and communication skills, capable of effectively engaging with a variety of stakeholders, including government agencies, contractors, and the school community.
- Strong analytical and problem-solving skills, with the ability to manage complex projects and make data-driven decisions.
- 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.
- Proficient in Microsoft Office Suite and familiar with facilities management software.

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.
- Comprehensive knowledge of school infrastructure needs and the challenges faced by educational facilities in the CNMI.
- Thorough understanding of the principles and practices of project management and facilities management.
- Ability to develop strategic plans that align with the overall objectives of the SASI Grant Program and the CNMI Public School System.
- Skills in financial management, including budgeting, financial planning, and analysis related to large-scale projects.
- Ability to conduct and interpret research and studies related to educational facilities and infrastructure needs.
- 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

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: THE HUMAN RESOURCES OFFICE AT 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 FORM 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