



ISIDRO K. SEMAN
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHR, SAIPAN, MP 96950-5153
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EXAMINATION ANNOUNCEMENT NO: 19-038

OPENING DATE: 03/01/19

CLOSING DATE: 03/15/19

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Director

PL 20/01-20/07
\$38,106.40-\$51,066.23 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Department of Public Lands, SAIPAN
Real Estate Division

DUTIES:

Administers the public land lease and permit programs by proactively marketing available public lands and securing and negotiating new investments for commercial development, and updating current land lease and permit policies to ensure efficiency and relevance. Reviews leases and permits as necessary on all approved land uses for approval by Secretary. Ensures that all requests for land use, i.e., leases, permits, etc., are adequately and timely entertained pursuant to the policies and requirements approved by the Secretary. Coordinates with Division of Planning to ensure proper land use review and protocol to determine land use feasibility for homesteading, leasing and/or permitting. Prepares correspondence to facilitate the processing of all lease and permits pursuant to land use requests. Acknowledges correspondence, other than those committing DPL, received from applicants requesting for lease, temporary authorization, and homesteading. Prepares and submits to the Secretary on a timely basis, monthly or as often as necessary, written and/or verbal reports on the overall operation and activities of the Division with respect to commercial developments, permits, and leases. Manages and supervises the Real Estate & Development Division staff to promote a proactive, innovative, analytically minded, and results-oriented personnel. Embrace local capacity building by proactively seeking and implementing strategic leadership and innovative, analytically minded, and results-oriented personnel. Embraces local capacity building by proactively seeking and implementing strategic leadership and innovative management techniques for the Division personnel to continually build upon latest knowledge necessary to maximize the operations and activities of the Division as expected and required. Performs necessary research and/or investigation to verify accuracy of information provided on the lease application. Reviews history and background information of the lease application and make recommendations to the Secretary. Reviews and analyzes financial statements including but not limited to balance sheets, income statements, cash-flow statements, and projected revenue report and makes recommendations to the Secretary for approval or denial of the lease proposal. Conducts site visit to all existing lease clienteles. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Political Science, Business Management or related field, plus six (6) years of management work experience; two (2) years of which must be at a supervisory level. Copy of Degree or Official Transcript and Police Clearance must be attached to the application.

CONDITIONAL REQUIREMENTS: This position is "**EXEMPT**"; Is not eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952