



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-075

Opening Date: April 28, 2023

Closing Date: UNTIL FILLED

POSITION TITLE:	Deputy Executive Director
DEPARTMENT:	Executive Directors Office
LOCATION:	Saipan, Northern Mariana Islands, USA
ANNUAL SALARY:	\$90,000.00 to \$135,000.00 per annum, Exempt (commensurate w/ education & experience)
CONTRACT:	Two Year Contract, subject to renewal
POSITION(S):	One (1)

The Commonwealth Utilities Corporation (“CUC”) is seeking for a qualified Deputy Executive Director (“DED”). CUC is a public utility corporation located on the island of Saipan in the Commonwealth of the Northern Mariana Islands (CNMI)—a United States territory in the northwestern Pacific Ocean. Reporting directly to CUC’s Executive Director (ED) or designee, the Deputy Executive Director (DED) fills a position required by the Stipulated Order (SO) of the United States of America vs. the Commonwealth Utilities Corporation and the Commonwealth of the Northern Mariana Islands, filed in the U.S. District Court for the Northern Mariana Islands, Civil Case No. CV 08-0051.

Duties:

- Primarily responsible for overseeing, all drinking water and wastewater operations and compliance activities and deliverables, on a daily basis, as required by the Stipulated Order. Responsible for maintaining regular contact with EPA staff regarding CWA and SDWA compliance issues. Has authority to make decisions for management and operations of the drinking water and wastewater systems.
- Supervises and directs Water & Wastewater lead staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and, making hiring, termination, and disciplinary recommendations.
- Provides management assistance to the Executive Director to include: coordinating activities between CUC and outside organizations and agencies; researching and preparing recommendations on operational directives; and, preparing and presenting reports.
- Assumes full management responsibility over divisions as delegated by the Executive Director. Plans, directs and coordinates work of divisions through department heads by meeting with management to identify, prioritize and resolve problems.
- Directs and implements maintenance plans; evaluates maintenance programs to ensure maintenance standards are enforced.
- Participates on a variety of boards and committees and attends a wide variety of management meetings.
- Serves as the Executive Director when the Executive Director is out of the CNMI.
- Responsible for short and long-range strategic planning and enforcement.
- Other duties of a similar nature or level as assigned or required.

Minimum Requirements:

Education: Master’s degree in management, engineering, finance or public administration, or, in the alternative, a bachelor’s degree in engineering and registration as a Professional Engineer pursuant to the National Council of Engineering Examiners standards in either the civil, mechanical, or electrical branch.

Experience: Senior management experience of at least ten (10) years desired in similar wastewater and drinking water utility (combined utility is preferred), with similar or greater capital and operating budgets, capital improvement projects, human resources need, utility financing issues, operation and maintenance training, and implementation needs.

Must demonstrate: Proven management and communications skills; Demonstrated ability to lead, motivate, and develop staff; Experience with managing major water and wastewater systems during periods of planning, design, and construction; Experience with water and wastewater systems, user fee system development, bond funding, staff training and development, and federal drinking water and wastewater requirements. Experience with user fee system development and bond funding is desired, but not mandatory.

Knowledge of: Leadership principles; Supervisory principles; Strategic planning principles; Budgetary principles; Project management principles; Applicable laws, rules and regulations.

Skills in: Monitoring and evaluating staff; Prioritizing and assigning work to staff; Preparing and administering budgets; Developing and administering strategic plans; Managing large, complex projects; Giving presentations; Preparing technical reports; Using computers and related software applications; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Licensing: Valid CNMI Driver’s License or one from a U.S. jurisdiction with appropriate class.

P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950

Tel: (670) 664-4282 • Fax: (670) 235-5131

CUC is an Equal Opportunity Provider and Employer.

All applicants may be tested and all applicants are subject to pre-employment drug test.

Relocation Expenses: If hired from outside the CNMI, relocation expenses are negotiable; but they are not to exceed \$10,000.00 for moving to Saipan and not to exceed \$10,000.00 for moving away from Saipan. Receipts will be required for justification. Other conditions may be applicable.

How to Apply: To apply, please submit a resume, cover letter, a list of references, and a CUC Employment Application by one of the following means:

1. United States Postal Service, First Class Mail or Priority Mail*:

Human Resource Office

Commonwealth Utilities Corporation

P. O. Box 501220

Saipan, MP 96950-1220 USA

*If you choose to submit via USPS, please still also fax “or” email “or” drop off your package.

2. Fax:

670-235-5131

3. Drop Off:

You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday, 7:30 am – 4:30 pm (except legal holidays). Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org