



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

JVA No. 24-025

Opening Date: Monday, January 29, 2024

Closing Date: Friday, February 9, 2024

POSITION TITLE:	Administrative Coordinator
DEPARTMENT:	Executive Director / Compliance & Safety Office
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$37,756.00 to \$50,970.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Compliance Administrator or his/her designee.

The Administrative Coordinator will provide administrative support services requiring a broad knowledge of the organization of the organization for executive policy makers within the organization and serve to provide management support coordination for specific designated organization functions.

**Duties:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Prepares a variety of operational status, grants, and budget reports; gathers and organizes data; prepares and provides informational and compliance reporting.
- Reviews contracts, regulations, grant awards, and procedural guidelines to ensure compliance with applicable codes, rules, regulations, and laws.
- Plans, administers, and monitors budgets for contracts, equipment, and supplies.
- Performs research on grants and suppliers and other related matters, and makes recommendations as requested.
- Monitors work assignments and/or schedules to organize the daily work of staff.
- Participates in developing and implementing policies and procedures related to departmental operations.
- Communicates and provides guidance to internal and external partners to ensure that the needs of the Corporation and department are met. Serves as a liaison for requests or complaints.
- Prepares applications or forms for grants or other funding assistance as assigned.
- Meets and communicates with other departments to establish organizational goals, strategic plans, and objectives.
- Manages daily activities and maintenance of operations.
- Oversees payroll functions, such as maintaining, processing, and submitting timekeeping information.
- Coordinates and attends meetings or conferences as assigned.
- Performs other duties of a similar nature and level as assigned.

**Minimum Requirements:**

**Education:** Bachelor’s degree in Public or Business Administration, Finance, or directly related field plus four (4) years of experience in performing the duties listed above; or, an equivalent combination of education and experience sufficient to successfully perform the job’s essential duties such as those listed above.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

**Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Customer service principles; Filing and recordkeeping principles; Mathematical concepts; Inventory and supplies maintenance practices; Specialized equipment relevant to area of assignment; Modern office technology.

**Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Providing customer service; Filing, organizing, imaging and maintaining records, documents and files; Preparing reports, correspondence and documentation; Managing time and prioritizing requests; Planning and scheduling the timely delivery of information and resources; Maintaining data and tracking information; Providing attention to detail; Proofreading documents for accuracy; Performing audits, identifying errors, making corrections and recommendations; Researching and reconciling data and information; Providing and relaying procedural and policy information; Maintaining confidentiality of records and information; Coordinating activities in support of special projects; Assisting with budget and expense tracking; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

- **Licensing:**
  - Valid Driver's License with appropriate class.

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

**How to Apply:** Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday to Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org).