



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 24-075**

**Opening Date: Saturday, May 04, 2024**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Executive Director</b>
<b>DEPARTMENT:</b>	<b>Executive Directors Office</b>
<b>LOCATION:</b>	<b>Saipan, Northern Mariana Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>Commensurate with Education and Experience</b>
<b>CONTRACT:</b>	<b>Two Year Contract, subject to renewal</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Board of Directors or his/her designee.

**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.
- Assumes full management responsibility for all of CUC’s divisions and services.
- Directs and oversees the strategic planning, development and implementation of programs and services; directs operations within financial constraints and in accordance with CUC policies, regulations, and under the direction of the Board.
- Monitors and evaluates efficiency and effectiveness of service delivery methods and processes; assesses and monitors service delivery levels; identifies opportunities, weaknesses and strengths of divisions; directs the implementation of changes.
- Plans, directs and coordinates work of divisions through the upper management team by meeting with management to identify, prioritize and resolve problems. Manages the development and implementation of goals, objectives, missions, policies, priorities and allocations of resources.
- Participates on a variety of board and committees and attends a wide variety of management meetings. Performs short and long-range strategic planning. Prepares and submits annual budget recommendations and financial analysis for Board approval; implements, communicates and administers approved budget; ensures fiscal compliance. Performs other duties of a similar nature and level as assigned.

**Minimum Requirements:** 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; Senior management experience of at least ten (10) years in a similar wastewater, drinking water, and/or power utility (preferably combined utility), with similar or greater capital and operating budgets, capital improvement projects, human resource needs, utility financing issues, operation and maintenance training and implementation needs. In addition, the Executive Director (ED) shall demonstrate the following: Proven management and communication skills; Demonstrated ability to lead, motivate, and develop staff; Experience with managing major drinking water and wastewater systems during periods of planning, design, and construction; and Experience with drinking water and wastewater systems; user fee system development; bond funding; staff training and development; and federal drinking water and wastewater requirements.

**Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Advanced managerial principles, practices and techniques; Leadership principles; Utility service administration principles and practices; Financial management and forecasting principles; Strategy development principles and procedures; Contract management principles; Risk management principles; Customer service principles; Project management principles; Modern office technology.

**Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Managing, monitoring, and evaluating subordinates; Providing organizational leadership and administration; Developing and executing strategic plans, programs, and policies; Planning and oversight of organizational programs and functions; Providing strategic and visionary thinking; Providing short and long-range planning, development and implementation; Forecasting, developing and administering organization budget; Critical thinking and independent decision making; Providing legal, policy and contractual compliance oversight; Serving as organization representative to management, the Board and external stakeholders; Preparing and delivering public presentations; Providing fiscally sound decision making; 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 CNMI Driver’s License or one from a U.S. jurisdiction with appropriate class.

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](mailto:employment.applications@cucgov.org)