



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 20-017

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

Northern Marianas College (NMC) is committed to ensuring that all persons have equal access to its programs, opportunities, and information resources, including those on its institutional website in accordance to the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

POSITION TITLE:	Director of Facilities
Department:	Facilities
Pay Level & Step:	Executive Grade 01/Steps 01-02
Annual Salary:	\$55,000 - \$56,925
Location:	As Terlaje Campus, Saipan

Opening Date: June 24, 2020 Closing Date: July 06, 2020 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further

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submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Nature of the Position:

This position is located at the Northern Marianas College (NMC) and reports to the Vice President of Administration and Advancement. The incumbent oversees the Administrative Services, Maintenance Facilities, Safety and Security Operations of the College.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Serves customers by establishing critical service, operations, and productivity criteria; maintaining state-of-the-art technology; benchmarking leading-edge practices; exploiting professional network channels; leading commitment to quality service; evaluating service results; representing the college to major customers.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintains facilities by establishing preventive and repair practices; conducting inspections; investigating and resolving work order requests and complaints; enforcing rules of occupancy; completing repairs; planning major construction and minor repair and renovations; contracting for maintenance, landscaping and cleaning services; supervising activities.
- Enforces standards, codes and regulations by reviewing construction and maintenance plans; site development; storm drainage; parking; inspecting projects; conferring with construction managers and contractors; intervening on nonconforming work; ensures compliance with federal laws and regulations such as ADA & OSHA.
- Ensures operation of equipment by establishing preventive maintenance requirements; maintaining equipment inventories; ensuring that operation level maintenance is performed and policies adhered to; and evaluating new technology and techniques.
- Secures the campus by contracting for security service; installing and maintaining security devices; establishing and enforcing precautionary policies and procedures; responding to emergencies.
- Leads direct oversight of NMC's facilities master plan.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Implements planning and control processes by establishing priorities of work, priorities of effort, and time schedules; monitoring deadlines; monitoring the critical path of projects and reporting progress; adhering to policies and procedures; interpreting economic and competitive data, identifying trends, providing forecasts, and recommending actions.
- Encourage process improvement by promoting the value of teams, training, guiding and mentoring team members, soliciting suggestions, implementing improvement initiatives, supporting team efforts and projects, highlighting accomplishments and presenting results to management.
- Provides quality service by enforcing quality and customer service standards; analyzing customer service problems; researching and documenting issues; identifying trends; providing response to customer; recommending system improvements.
- Solves problems by developing detailed problem definition; describing requirements; analyzing alternative solutions; developing and implementing plans of action; monitoring progress and verifying results.
- Provides historical reference and continuity by developing and utilizing filing and retrieval systems; documenting and communicating actions, irregularities, and continuous improvement.
- Maintains department stability and reputation by establishing and communicating a department value system; enforcing ethical practices; complying with and providing input to the development of policies and procedures.

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- Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Monitor suppliers and vendors to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with organization officials or staff members.
- Recommend locations for new facilities or oversee the remodeling or renovating of current facilities.
- Implement or oversee environmental management or sustainability programs addressing issues such as recycling, conservation or waste management.
- Contributes to team effort by accomplishing related results as needed and assigned.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree from U.S.-accredited institution in Public or Business Administration or related field plus six (6) years of related work experience and two (2) years of supervisory experience. Engineering degree preferred.

OR

- Master's degree from U.S.-accredited institution in Public or Business Administration or related field plus four (4) years of related work experience and two (2) years of supervisory experience. Engineering degree preferred.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Commitment to collegial, consultative processes in a shared-governance environment;
- Demonstrated ability to effectively manage a complex academic/student service organization;
- Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;
- Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to

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successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must have visual acuity for the purposes of reading computer screens, manuals, labels and other printed materials.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

Conditional Requirements:

This position is classified as Exempt under the Fair Labor Standards Act (FLSA) and is "Not Covered": Is not entitled to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to "See Attached Resume" will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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