

COMMONWEALTH OF THE NORTHERN MARIANAS ISLANDS
 CIVIL SERVICE COMMISSION
 P.O. BOX 150 CHRB
 SAIPAN, MP 96950

POSITION DESCRIPTION

A. EMPLOYEE DATA

1. Name (Last, First, Middle Initial)		2. Position Description No.
3. Department/Organization Department of Public Works	4. Division/Branch/Section Flood Hazard Mitigation	5. Organizational Title of Position (If any) Project Coordinator (Roads Mapping and Mitigation Planner & Project Coordinator)

B. CLASSIFICATION (To Be Completed By Personnel Office)

1. Classification Action			2. Official Class Title of Position	
3. Class Code	4. Pay Level	5. Initial	6. Date	7. Allocation by

C. DUTIES AND RESPONSIBILITIES

Nature of Work:

Under the guidance of the Department of Public Work’s (DPW) Floodplain Administrator, the employee will oversee the Road Hazards Mapping and Assessment project in coordination with the Office of Planning and Development (OPD) and the Offices of the Mayors of Saipan, Tinian, and Rota. At the instruction of the Floodplain Administrator, employee will support mapping and analysis efforts, oversee technical analysts on Saipan, Tinian, and Rota, and also convene and liaise with relevant CNMI agencies, taskforces, and boards to provide technical planning assistance to ensure mapping and assessment activities align with long-term sustainable development goals and objectives reflected in the Comprehensive Sustainable Development Plan and 20-year Highway Master Plan as well as hazard mitigation goals and efforts.

Duties and Responsibilities:

- Facilitates and oversees weekly project team meetings and monthly Interisland Road Mapping Working Group (IRMWG) planning meetings, including ensuring documentation of meeting minutes and tracking of project needs, next steps, and deliverables;
- Leads project management for supporting Request for Proposals including reviewing contractor technical deliverables, ensuring timely and high-quality project completion and financial reporting, and resolving issues relative to deliverables and financial reports;
- Oversees the development and maintenance of geospatial roads data and supports integration with web-based (digital) program management tools to report, track, and share program milestones, deliverables, and communicate progress as well as the development and maintenance of a public stakeholder/inter-island web-based program management tools to report, track, and share program milestones, deliverables, and communicate progress in coordination with DPW, OPD, and the Offices of the Mayors through their representation on the IRMWG;
- Manages assigned work plan components including drafting procurement services requests for review by project team to ensure timely progress is being made toward grant deliverables and milestones;
- Leads annual review of Road Mapping Technical Analysts and supports capacity building for DPW, IRMWG members, and the broader Mariana Mappers community where opportunities arise;
- Facilitates incorporation of “Smart, Safe Growth” planning principles into roads hazards assessment and mitigation planning documents, guidance, and other appropriate analysis, recommendations, and reports;
- Works closely with the Floodplain Administrator and IRMWG to draft grant applications to implement high-priority hazard mitigation project applications through appropriate funding streams;
- Supports project management components including drafting, publication, contracting, and permitting needs for construction, capacity building, and tool development as needed and as approved by the Floodplain Administrator;
- Drafts quarterly grant reports and ensures timely completion of project deliverables in close coordination with the IRMWG and the Floodplain Administrator;
- Supports compilation of planning information and local reports as well as regulatory review and revision recommendation efforts once they are initiated;

And performs other related duties as assigned to support the CNMI’s mission to build and maintain “complete street” systems and promote sustainable growth throughout CNMI specific to road infrastructure systems.

Skills and Qualifications:

General knowledge of project management, contract or grant management training or experience, and strong written and oral communication skills, meeting organization, facilitation, and note-taking capabilities are required. Candidate must demonstrate computer literacy, interpersonal communication skills, proactivity, time management and critical thinking abilities.

Knowledge of and skills in compliance procedures, capital planning principles, and proficiency of Microsoft Office, Analytical and Budgeting, and at least basic working knowledge of ArcGIS and/or QGIS and relevant geospatial data collection and analysis tools are necessary. Relevant Industry Knowledge preferred but not required. At minimum a Bachelor's Degree is required; a Master's Degree is recommended.