



EXAMINATION ANNOUNCEMENT:	HR 2024-02
OPENING DATE:	10/1/2024
CLOSING DATE:	10/15/2024

This examination is for the purpose of developing an open competitive and Promotional Eligible List. It is the policy of the Commonwealth Economic Development Authority that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and national as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability, or place of origin.

POSITION:	FIELD REPRESENTATIVE
LOCATION AND DEPARTMENT:	CEDA TINIAN OFFICE
PAY LEVEL:	15
BI-WEEKLY:	1,148.36
PER ANNUM:	\$29,857.37

DUTIES:

The permanent position involves managing the Commonwealth Economic Development Authority office in Tinian. This position is responsible for promoting the agency and its programs. The duties and responsibilities are diverse and may require coordination with the main office.

The position reports directly to the Executive Director and represents the agency at local government events and functions.

Administrative

- Actively promotes CEDA’s mission and its various programs.
- Represents CEDA at local government events.
- Collaborates with local or district administrators and local organizations in promoting economic development.
- Participates in community events and outreach.
- Organizes and coordinates CEDA related functions and events.
- Routes necessary documents for board ‘s signature.
- Tracks and ensures office assets are functioning properly.
- Submits fiscal year-end inventory list and condition of assets.
- Communicates with the landlord on issues regarding the office.
- Submits annual budget request for the field office.
- Participates in procurement processes relating to field office.
- Prepares and submits monthly activity reports to the executive director.

Economic Development

Supports the Economic Development Manager (EDM) in efforts to promote programs to enhance investment and economic development marketing in Tinian.

Assists the EDM with Qualifying Certificate matters.

Assists the EDM in the development and management of business promotional activities.

Assists the EDM in gathering data and information for the department.

Accounting

Receives and receipts all payments.

Prepares and deposits collections daily.

Prepares daily collection report and submits to accounting.

Submits daily receipts monthly to accounting.

Custodian of office petty cash.

Loan

Provides or issues loan applications to potential borrowers.

Assists applicants in accessing CEDA's online applications.

Explains basic application requirements to potential borrowers.

Collaborates with NMC's Small Business Development Center (SBDC) and other organizations for technical assistance for existing and potential borrowers.

Performs other duties as assigned.

QUALIFICATIONS REQUIREMENTS

A bachelor's degree or equivalent in business administration or related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Education and training claimed under items 14 and 16 of the Application for Employment must be substantiated by an official school transcript or diploma, and certificate(s). **FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

CONDITIONS REQUIREMENT:

This position is "Covered" eligible to receive overtime payment for overtime hours performance pursuant to Part 200, § 25-40-238 of the CEDA Personnel Regulations.

INTERESTED PERSONS MAY OBTAIN AN APPLICATION FOR EMPLOYMENT FORM ON CEDA'S WEBSITE AT www.developcnmi.com, via e-mail request to c.kintol@developcnmi.com or by telephone request at 670-234-6245 ext. 304 or 310.

Applicants are asked to email their application to c.kintol@developcnmi.com with the Examination Announcement # as the Subject.