

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

**CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT**

P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153

CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096

OPM TEL. NO: (670) 234-6925/6958 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.opm.cnmi.gov>



JOSEPH PATRICK FITIAL
Chairperson, CSC



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 26-005

OPENING DATE: 01/28/26

CLOSING DATE: 02/11/26

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals 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 AND SALARY: Zoning Administrator

Ungraded

\$2,506.73 B/W - \$65,174.89 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Office of the Governor, Saipan
Zoning Office

DUTIES: Administer the Law to implement the provisions of the Saipan Comprehensive Land Use Plan, this Law, and the Official Saipan Zoning Map. Serve at the pleasure of the Board. Meet the qualification of the Zoning Code. The Administrator shall have the complete jurisdiction and power to do the following: (1) Staff and carry out directives of the Board; (2) Maintain and keep custody of the dockets, files, and records of the Board; (3) Prepare and maintain the Official Saipan Zoning Map; (4) Review and prepare written recommendations to the Board relative to each application for which the Board has authority to render a decision or to make recommendations to the Saipan and Northern Islands Legislative Delegation; (5) Consider and approve, approve with conditions, or disapprove applications for permits and approvals, as provided in this Law or as delegated by the Board, including after determining that compliance with requirements of other agencies substantially complies with the requirement of this Law; (6) Coordinate with other CNMI and federal agencies on review of applications and preliminary project reviews; (7) Render interpretation of this Law, including interpretation of the zoning district boundaries and determinations of whether an unspecified use falls within a use classification allowed in a zoning district; (8) Take such action as is necessary to administer the provisions of this Law; (9) Provide expertise and technical assistance to the Board; (10) Manage applications, including developing forms and procedures; (11) Enforce the provisions of this Law, including: (A) Inspect and enter; (B) Revoke or suspend permits; (C) Order violators to meet the requirements of this Law or to cease and desist from any unlawful acts; (D) Seek prosecutions; (E) Levy civil fines, fees and other payments; and (F) Seek Criminal fines and penalties. (12) As applicable, order or make recommendations to the Board on: (A) Discontinue of illegal work being done or use of land or structures; (B) Termination, demolition, or removal of nonconforming or illegal structures, signs, additions, alterations, uses, or public nuisances; and (C) Recovery of the costs, fees, and expenses of demolition or removal; (13) Maintain a permanent record of final subdivision plats, site plans and other permits; (14) Undertake studies, issue reports, and participate on committees and task forces; (15) Manage the Zoning Office, including: (A) Hire, fire, and supervise staff; (B) Make contracts, including purchasing equipment, services, and other items; and (C) Keep paper and electronic records and arrange for backup and archiving.

MINIMUM QUALIFICATION REQUIREMENT:

Graduation from an accredited college or university with a Bachelor's Degree (preferably in planning or related field) plus five (5) years of progressive experience in land use planning, comprehensive planning, or land use administration. Copy of Degree or Official transcript and Criminal Record must be attached to the application.

CONDITIONAL REQUIREMENTS:

*This position is **"EXEMPT"**; Is NOT eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must Be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Former Rota High School Bldg, Dist #4
Songsong Village, Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952