



JOB VACANCY ANNOUNCEMENT

JVA 17-006

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin. MVA is an equal opportunity employer.

POSITION TITLE: Special Assistant to the Managing Director
PAY LEVEL : Ungraded
ANNUAL SALARY: \$25,000.00 - 35,000.00*
LOCATION: Marianas Visitors Authority, Saipan

Opening Date: 03/31/17

Closing Date: 04/13/17**

**The salary given will be determined by the qualifications of the selected applicant.*

***Applications must be submitted by 5:00 pm at the end of business hours on the closing date. If not filled, the vacancy will be re-announced on a continuing status and applications will be reviewed every two weeks, thereafter, until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

NATURE OF WORK

The Special Assistant to the Managing Director provides personal and confidential services to the Managing Director to relieve him of routine tasks and to assist in the research and draft-completion of more sophisticated tasks from him and the Board. The Special Assistant will use initiative and analytical processes to determine inefficiencies or problem areas within the structure or processes of the MVA and develop recommendations for correction or improvement. The Special Assistant may supervise lower-level administrative or clerical staff, as assigned.

DUTIES & RESPONSIBILITIES

- Know and uphold the established MVA Mission, policies and procedures, relevant federal and Commonwealth statutes and regulations, and MVA and Human Resource Management objectives.
- Draft letters, memorandums, speeches/remarks, publication messages, reports and other documents for the Managing Director.
- Prepare draft responses to legislative bills presenting MVA's position on the bill.
- Proofread/review and edit correspondence and reports submitted by MVA personnel for the Managing Director's final review and approval.
- Coordinate, compile and prepare materials for the MVA Board meetings.
- Attend MVA Board meetings, monitor and record proceedings, take notes and prepare minutes; disseminates final copies to the Board members.
- Prepare and manage the Managing Director's calendar; schedule/coordinate meetings, VIP dinners and other functions.
- Prepare messages or welcome, closing or appreciation for various events and publication for the Managing Director.
- Maintain appointment schedules for Board Members for MVA-related matters.
- Establishes and maintains files for Board meeting materials, such as correspondence, records of minutes, testimonies and other supporting documents, daily reading files and other documents.

- Review all incoming correspondence for the Managing Director and draft responses; develop a tracking system to ensure appropriate action is taken on each item of correspondence.
- Prepare purchase orders and travel authorization requests for the Managing Director and Board Members and make travel arrangements, as required. .
- Advise and update the Managing Director on all matters and projects assigned to the Special Assistant for research, analysis or other purposes.
- Supervise staff as assigned.
- Assist other sections within MVA in the conduct of tourism-related projects and events, as required.
- Perform other related duties or tasks as assigned or required.

REQUIREMENTS OF WORK

- Administrative procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
- Principles and concepts of team building, strategic planning and resource management.
- Must possess a CNMI valid driver's license.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: Bachelor's degree from an accredited college or university with a degree in business management, public administration, human resource management or other related areas, or an equivalent additional four years of human resource management-related experience.

Work Experience: Two (2) years of administrative or tourism-related experience.

CONDITIONAL REQUIREMENTS

This position is "Non-Exempt" and is eligible to receive overtime compensation pursuant to Subpart B§424 of the MVA Personnel Regulations and the Fair Labor Standards Act (FLSA).

HOW TO APPLY

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01. A completed application must be submitted together with the required documents prior to the closing date in order to be considered. A resume may be attached, but **THE APPLICATION FORM MUST BE FILLED OUT IN FULL, OR THE APPLICATION WILL NOT BE CONSIDERED. DO NOT SIMPLY REFER TO AN ATTACHED RESUME.**