



Legislative Bureau
NORTHERN MARIANAS COMMONWEALTH LEGISLATURE
P.O. BOX 500586
SAIPAN, MP 96950

Examination Announcement No.: LB-JVA-17-004

Opening Date: January 26, 2017

Closing Date: February 09, 2017

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 shall 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:

Information Technology Manager (1 Position)

PL-UNGRADED

\$40,000 to \$50,000 P/A

The salary will be determined by the qualifications of the applicant and limited to the amount currently appropriated for the position.

LOCATION:

Honorable Jesus P. Mafnas Memorial Building (CNMI Legislature), Capitol Hill, Saipan

JOB DESCRIPTIONS:

This position reports to the Legislative Bureau Director.

Manage and maintain Legislature's computer network and systems. Ensure the security of all technological networks and systems. Ensure networks and systems are accessible and equipped with current hardware and software. Advise management on matters pertaining to information technology management, upgrades, technological issues, technological policies and procedures. Assist all members of the legislature including their staff, Legislative Bureau and CNMI Youth Congress staff with technological issues as they arise. Provide hardware and software training and support as needed.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's Degree. Copy of degree/official transcript and police clearance must be attached to the application. A complete resume attached to the application is also preferred.

An employee in this class should (1) have a strong technical background; (2) have 10 years' experience managing an information technology operations; (3) have experience in providing hands-on technical support and training; (4) have good oral and written communication skills; (5) have the ability to use standards business software programs to prepare reports, memos, summaries, and analyses; (6) have an

understanding of government operations; (7) be a team player and self-motivated; and (8) be detailed orientated, organized, and security conscious.

Employment application may be accessed at www.cnmileg.gov.mp or may be picked up at the Office of the Director of the Legislative Bureau located at the Honorable Jesus P. Mafnas Memorial Building (CNMI Legislature), Capitol Hill, Saipan. Completed application and police clearance may be submitted to the Office of the Director or may be mailed to the Office of the Director; Legislative Bureau; P.O. Box 500586; Saipan, MP 96950. No telephone inquiries.