



Eli D. Cabrera  
Acting Administrator

Commonwealth of the Northern Mariana Islands  
**OFFICE OF THE GOVERNOR**  
**Bureau of Environmental and Coastal Quality**  
Division of Coastal Resources Management  
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Janice E. Castro  
Acting Director, DCRM

## **JOB ANNOUNCEMENT**

### **POSITION**

Coastal Resources Planner II

### **LOCATION**

Saipan, Commonwealth of the Northern Mariana Islands  
Office of the Governor  
Bureau of Environmental and Coastal Quality  
Division of Coastal Resources Management

### **CLOSING DATE**

October 30, 2017 or until filled

### **SALARY**

\$34,000 - \$37,000 annually, plus fringe benefits. Salary will be commensurate with qualifications of the appointee.

### **POSITION OVERVIEW**

The employee will assist in the planning and implementation of any assigned projects that fall under NOAA'S Program Changes Grants Program (CZMZ Section 309) in any of the following categories: wetland, coastal hazards, public access, marine debris, special area management planning, ocean resources, cumulative and secondary impacts, climate change, energy and government facility siting and aquaculture.

### **DUTIES AND RESPONSIBILITIES**

- Participate in grant writing efforts within the Planning Section.
- Lead the development of plans and projects that meet both local and federal wetland standards for wetland protection.
- Work with program directors to develop plans and strategies to implement the CZMA program in the CNMI.
- Assist in the preparation of the six-month and annual progress reports and submits to Grants Program Manager for inclusion in bi-annual progress reports.
- Support Agency Board review of major siting permit applications as needed.
- Provide technical assistance on environmental matters to Permit staff and/or other staff, as requested or assigned.
- Support Agency Board trainings and retreats as needed.
- Attend DCRM public hearings, meetings, and provide technical-translation services when necessary.

- Keep supervisor informed of the progress of all duties being undertaken.
- Support additional Planning Section duties as needed.
- Coordinate DCRM Planning activities with relevant CNMI, regional and federal partners.
- Assist with review and comment on permit applications with regard to impact on wetlands, coastal hazards public access, marine debris, special management planning, ocean resources, cumulative and secondary impacts, climate change, energy and government facility siting, and aquaculture.
- Monitor, track and evaluate implementation of assigned projects within the oversight of the planning section.
- Assist with the annual CNMI International Coastal Cleanup activities and other outreach programs in the CNMI, as requested.
- Coordinate project activities with CRM Grants Specialist to ensure proper Procurement procedures are followed and ensure fiscal accountability of project funds.
- Participate in the Climate Change adaptation planning and strategy development within CRM, in coordination with relevant stakeholders.
- Participate in DCRM education and outreach activities.
- Attend trainings and meetings to support planning, permitting and federal consistency, and other related duties and cross-train coworkers on lessons learned as applicable.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Geology, Geotechnical Science, Land Use Planning, Environmental Science, Natural Resource Management, or other related discipline. A Master's Degree or higher in one of the listed fields may substitute for the Bachelor's Degree and required professional experience.
- 2 years of professional experience in work relevant to this position such as natural resources or environmental planning or coordination; community watershed planning; watershed assessment; or implementing nonpoint source pollution programs;
- Computer knowledge using at least Microsoft Word, and PowerPoint software;
- Excellent communication skills, both verbal and written;
- Excellent time management skills;
- CNMI driver's license.

### **TO APPLY**

Please email, as a single PDF document, a cover letter, CV or resume, names and contact information for three references, and a copy of terminal degree OR unofficial transcripts to Janice Castro (janicecastro@becq.gov.mp), CC Anne Navarrete (annenavarrete@becq.gov.mp). Alternatively, hard copies of all documents can be sent to Janice Castro, Division of Coastal Resources Management, Caller Box 10007, Saipan, MP 96950

For full consideration, all application materials must be received by 4:30pm ChST (UTC+10) on October 30, 2017. For questions or clarifications, please contact Janice Castro at janicecastro@becq.gov.mp or (670) 664-8300.