

COMMONWEALTH PORTS AUTHORITY
Position Description

EXECUTIVE DIRECTOR

Code 100

Nature of Work

The Executive Director is the CPA chief executive officer, serving at the pleasure of the CPA Board of Directors and responsible for implementing the policies and decisions of the CPA Board of Directors. Statutory powers and duties of the Executive Director are listed in the Commonwealth Code at 2 CMC § 2127.

Under the general direction of the CPA Board of Directors, the Executive Director is responsible for the planning, supervision, and coordination of the management, operation, and maintenance of all CNMI airports and seaports, as stated in the CPA statute and regulations. The Executive Director is in charge and control of the operation and maintenance of all CPA ports. The Executive Director is also in full charge and control of construction of all CPA ports, facilities, and other necessary or incidental works controlled by or required to be constructed or repaired by CPA. The Executive Director exercises independent judgment in finding solutions to situations or problems in which no clear precedents exist.

The Executive Director is to devote full time to the business of CPA. The Executive Director shall be on call at all times after normal working hours and on weekends and holidays. The Executive Director shall also make recommendations to the CPA Board of Directors on matters impacting airport and seaport management, maintenance, and operation, represent CPA at meetings and conferences and before community groups, service organizations, civic committees, and technical industry organizations with respect to airport and seaport matters, and perform related duties as required.

Examples of Duties (Illustrative)

1. Directing all of the activities of CNMI airports and seaports, including operations, maintenance, security, fiscal, financial, and other activities.
2. Organizing the maintenance, safety, security, and fire protection services of CNMI airports and seaports through CPA personnel, if possible, and when such services are available in a timely and workmanlike manner. Alternatively, entering into contracts with private suppliers of such services if available under equal or better terms, conditions, and availability.
3. Directing the enforcement of rules, regulations, and approved policies regarding airline operations at the airports and ocean vessel operations at the seaports.
4. Directing the enforcement of rules, regulations, and procedures governing the common use of airlines, ocean vessels, health, customs, and immigration facilities.
5. Conferring and negotiating with airlines, shop owners, Federal officials, CNMI officials, and others regarding the use of airport and seaport facilities.
6. Conferring and negotiating with engineers, architects, and others associated in the planning, design, and construction of the present and future airport and seaport improvements.

7. Conferring with various governmental representatives concerning legal, fiscal, and operational matters impacting the airports and seaports.
8. Preparing tentative airport and seaport budgets for submission to the CPA Board of Directors.
9. Preparing important, complex, and technical correspondence relative to airport and seaport activities and operations.
10. Carrying out designated procurement duties.
11. Governing internal office operating procedures.
12. Selecting and appointing CPA employees and/or independent contractors.
13. Planning, organizing, coordinating, and controlling the services of CPA employees in the exercise of CPA powers under the general direction of the CPA Board of Directors.
14. Plans, assigns, and directs the services of employees and activities of the entire CPA operations.
15. Develops and coordinates short-term and long-term goals and objectives.
16. Develops and coordinates short-term and long-term capital improvement projects (CIP).
17. Plans and coordinates all plans and specifications for the construction and repair of works and facilities operated by the CPA.
18. Plans and directs finance activities which shall include revenue and expenses for operations and funding of CIP.
19. Complies with provisions of CPA's enabling statute, Public Law 2-48 as amended.
20. Ensures that all rules and regulations of CPA are enforced.
21. Ensures all provisions of CPA leases, rentals, airline use agreements and other contracts are complied with.
22. Reports directly and keeps the Board of Directors advised on the needs of CPA.
23. Attends all meetings of the Board and submits a general report on the affairs of CPA.
24. Administers federal funds in accordance with applicable federal laws and regulations.
25. Implements policies, rules and regulations as mandated by law or required by the Board of Directors.
26. Responds to crisis, urgent or emergency situations, e.g. aircraft crash rescue operation, typhoons, earthquakes, floods, terrorist threats in accordance with CPA emergency response plan and FAA procedures.
27. Instructs subordinates on the proper application of methods, practices, procedures and techniques of operating the airports and seaports.
28. Develops detailed policies and procedures for operations and ensures conformity with FAA standards and regulations.
29. Reorganizes work to increase effectiveness, productivity, and job satisfaction.
30. Justifies substantial changes to staffing levels, budgets, priorities and/or services to the Board.
31. Prepares budgets for review and approval.
32. Assigns and reassigns employees based on special qualifications, departmental capabilities, or resources.
33. Applies theories, methods and techniques necessary for favorable results.
34. Provides training programs for employees.
35. Holds discussions and meetings with airlines, tenants, department heads, officials of government agencies and other personnel to effectively direct the activities of the CPA.
36. Performs other related duties as the Board may require.

Major Responsibilities (Illustrative)

The Executive Director shall accept major responsibility:

1. In coordinating, approving, and executing policies and methods impacting airports and seaports;
2. In effective and economical use, operation, and maintenance of airport and seaport lands, properties, and facilities through effective management and budgetary control;
3. In making continual personal contacts with administrative officials, legislative bodies, U.S. and CNMI Offices and agencies (such as the Federal Aviation Administration (“FAA”), civic organizations, and industry in the promotion of aviation development;
4. In managing real property of CNMI airports and seaports;
5. In planning and directing the work of subordinate employees;
6. In promoting the use of airport and seaport facilities, concessions, and activities;
7. In working cooperatively with civic groups, business, and industrial organizations;
8. In maintaining good public relations and undertaking required related work;
9. In the maintenance and administration of accounting and routine office procedures;
10. In the maintenance of records and the preparation and operation of budgets; and
11. In the accumulation and formulation of data pertinent to contract with lessees and concessionaires.

Minimum Education Requirements

- Bachelor’s Degree
- Advanced Degrees will be considered an additional applicant asset

Minimum Direct Experience Requirements

- Management Experience
 - 10+ years of Executive Management Experience
 - Preferably in aviation, seaport, marine, accounting/business, or travel or tourism industries
- Leadership Experience
 - 1+ year as head of government division/department or as a legislator
 - Or
 - 4+ years as deputy/assistant to head of government division/department
- Ports Authority, U.S. Department of Transportation (“USDOT”), Airport, or Seaport Experience
 - 5+ years in one or a combination of
 - Administration
 - Accounting
 - Engineering
 - Legal
 - Operations
 - Planning
 - Safety (Fire or Law Enforcement)
 - Or equivalent experience in travel or tourism industries

Minimum Skills/Additional Experience Requirements

- Excellent written and verbal communication skills

- Excellent organization and leadership skills
- Proficient in Microsoft Office suite or equivalent
- Demonstrated strategic thinking and analytical skills
- Demonstrated public communications experience
- Demonstrated government relations experience
- Demonstrated experience in developing organization-wide strategies and producing organization-wide annual reports and/or strategic plans
- Demonstrated ability to successfully manage multiple simultaneous projects, inclusive of delivery of projects on-time and on-budget
- Demonstrated knowledge of corporate and regulatory and managerial best practices
- Demonstrated knowledge of the following areas:
 - Securing grants;
 - FAA rules and regulations;
 - Travel and/or tourism industries;
 - Environmental issues applicable to the operation of airports and seaports.
- Knowledge of approved theories, principles, practice and techniques of airport and seaport operations.
- Knowledge of applicable local ordinances and federal (FAA/USDOT) standards and regulations.
- Ability to apply principles and theories of airport and seaport operations proficiently.
- Ability to plan, organize, coordinate and direct financing activities for CPA construction projects.
- Ability to organize, coordinate, assign and direct assignments to subordinates.
- Ability to motivate personnel.
- Ability to communicate effectively in writing and orally on matters relating to air and sea navigation and transportation.
- Ability to establish and maintain a cooperative relationship with tenants, cognizant federal agencies, members of the Board, officials of the CNMI government, CPA department heads, employees and other personnel.
- Shall have no record of felony or criminal conviction.

Pay Range

UNCLASSIFIED

Adopted by CPA Board on August 4, 2023

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