

Lolo Matalasi Moliga  
Governor

Lemanu Peleti Mauga  
Lieutenant Governor



HTC Le'i .S Thompson  
Director

Eseneiaso J. Liu  
Deputy Director

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799  
JOB ANNOUNCEMENT

<b>Job Title:</b> <b>General Planner</b>		<b>Posting Date:</b> <b>June 14, 2016</b>	<b>Serial No.:</b> <b>138-16</b>
<b>Department/Division:</b> <b>Commerce/CSBG/Planning</b>		<b>Closing Date:</b> <b>June 27, 2016</b>	<b>Announcement No.:</b> <b>063-16</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS 14 / \$18,657 - \$45,047</b>	
<b>Note: This is exempted from the freeze as per the Governor's General Memorandum.</b>			

**General Description:**

An associate-level planning position serving the Economic Development/Planning Section of the Planning Division of the Department of Commerce (DOC). Under the supervision of the Territorial Planner, the General Planner is concerned with planning, development, implementation and management of community and economic development programs and projects. Obtain and manage grant funding, and is active in providing development services to both public and private agencies, organizations and individuals. Position may also require involvement with development agencies and investors both within and outside the territory, providing miscellaneous planning services as requested, and working with the permitting and geographic information systems for the Department of Commerce.

**Key Duties and Responsibilities:**

- Conduct research and analyze data to forecast future trends, anticipate land use/infrastructure needs and necessary improvements.
- Make assessments of alternative actions, prepare studies and plans for future management of economic expansion and community development programs/projects, and develop strategies to include in plans
- Prepare and work on land use planning, utilizing technologies, maps, and existing surveys and documentation housed in ASG
- Prepare plan documents for the Territory and its economic sectors, including background studies, statistical tables, illustrative graphics, maps, guidelines, policies, standards and regulations.
- Conduct meetings, hearings and other activities necessary for their adoption and implementation
- Assist in community awareness and outreach (e.g. Territorial General Plan)
- Analyze and determine the compatibility of proposed private and public development projects to adopted/pending plan policies, official maps, elements, regulations and sustainable and reasonable private initiatives to succeed

***This is an Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139  
"Here To Serve"

- Promotes aid to private sector businesses and industries in their preparation of Development Plans in order to empower local private and government decision makers to efficiently and effectively guide sustainable economic growth and development, and to successfully petition public and private agencies and organizations for projects that create local jobs and diversify our economy
- Provide direct planning support as assigned staff person for the following DOC-administered bodies or development programs and projects, including Territorial Planning Commissions (TPC), Economic Advisory Commission, Economic Advisory Commission and Community Development Grant Program
- Provide analysis of economic and infrastructure development programs and projects undertaken in DOC
- Other duties and responsibilities as assigned

**Knowledge, Skills and Ability:**

- Knowledge in advanced planning and economic development
- Knowledge in MS/Windows applications to word-processing, spreadsheet, and database development
- Skills in computer graphic, mapping and report preparation systems
- Excellent writing skills, and is an effective oral communicator
- Require Samoan language speaking skills and experience working on community building activities

**Academic and Experience Requirements:**

- Applicant must have a Master degree in related field from an accredited college/university plus 3 years of work related experience OR Bachelor degree in related field from an accredited college/university plus 5 years of work related experience; 3 years of which at a supervisory level. Years of progressively responsible working experience may be substituted for portion of the academic requirement. Salary will be adjusted according to experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



HTC Le'i S. Thompson  
Department of Human Resources