JOBS ANNOUNCEMENT

Job Title: Urban Planner (2)
Department/Division: Commerce
Type of Position: Temporary Appointment
Posting Date: September 12, 2022
Closing Date: September 23, 2022
Posting Type: Employment Opportunity/ Open to the Public
Serial No.: 044-22
Announcement No.: 019-22

General Description: This is a full-time position that is under the general direction of the Territorial Planner. An Urban Planner assists in supporting the Territory's development program including efforts focused on land use, the retention and expansion of existing business, and efforts to recruit specific targeted businesses to the Territory; the drafting of proposals and grant applications to support development objectives; coordinates projects with government and non-government organizations to support territorial development programs; proactively seek out new opportunities for the Territory's development strategies; and other duties as required.

Key Duties and Responsibilities:
- Lead project implementation in support of economic development priorities of the territory and as outlined in the CEDS (Comprehensive Economic Development Strategy)
- Assists in facilitating the urban planning and development process
- Support territorial development initiative and committees
- Develop economic profiles of the region and community as needed
- Assist in facilitating the development of a community development plan including vision, goals and objectives with an emphasis on economic development projects
- Research and provide recommendations on economics development opportunities
- Assist local organizations, businesses and individuals to take advantage of economic development opportunities
- Assist with the development of job creation projects
- Conduct surveys and research on market opportunities
- Identify capital development program opportunities
- Identify community training and development requirement to take advantage of economic development opportunities
- Research private and public sector economic development funding opportunities
- Consult with industry and government representatives concerning eligibility requirements for funding

This is an Equal Employment Opportunity Employer
Department of Human Resources, A.P. Lutuli Executive Office Building, Pago Pago, Am Samoa 96799
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"Here To Serve"
Identify opportunities for joint ventures and Public Private Partnership (PPP)
Determine startup costs, forecast sales and conduct a break-even analysis
Conduct financial analysis on proposed business plans and opportunities

Knowledge, Skills and Ability:
- Thorough knowledge of research and analytic techniques and principles and practices of urban or city planning, with an emphasis economic development planning
- Thorough knowledge and proficiency of diplomacy and general public relations
- Ability to perform basic research and analyze data using acceptable research practices, and to formulate alternatives and recommendations
- Ability to prepare written and graphic materials; to compose clear and concise reports; to prepare and make presentations; and to communicate effectively, orally and in writing, with citizens, professional peers and elected officials
- Skills in researching and manipulation of data records
- Basic proficiency in word processing and knowledge of spreadsheet computer applications required
- Ability to operate a motor vehicle

Academic and Experience Requirements:
- Applicant must have a master's degree in related field from an accredited college plus 3 years of work-related experience OR Bachelor's plus 5 years with a capacity of 3 years of supervisory
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and 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.

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