JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License Inspector</td>
<td>July 23, 2024</td>
<td>087-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Division:</th>
<th>Closing Date:</th>
<th>Announcement No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce</td>
<td>August 13, 2024</td>
<td>087-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Appointment</td>
<td>Employment Opportunity/ Open to the Public</td>
<td>GS-09/$16,467 - $41,817p.a.</td>
</tr>
</tbody>
</table>

General Description:
This Business License Inspector (BLI) position is located at the Business Enforcement subdivision of the Business, Trade & Investments Division (BTID) of the Department of Commerce (DOC), American Samoa Government. The incumbent report to the Senior Business License Inspector in matters pertaining to the business licensing; land use permit; zoning variances; commerce commission; alcoholic beverage control; business license enforcement; conduct regular site inspections; public awareness and promoting commerce and industry in the Territory. The incumbent will perform other duties and tasks assigned as directed by the Assistant Deputy-Business Licensing, International Trade & Investments (AD-BLITI).

Key Duties and Responsibilities:

- Conducting the business licensing and enforcement program of BTID, including site inspections of all valid business license certificates in American Samoa. Conduct commercial transportation inspections for all buses and taxis and conduct site inspection for all home rental housing and commercial rental in American Samoa.

- Prepare and submit business site inspection report to the Senior Business License Inspector (SBLI) and the BTID Administrative Support Specialist (BTID-ASS) for Assistant Director-Business Licensing, International Trade & Investment’s review prior submission to the Attorney General Office for legal actions.

- Initial review of all New Business License Application and Business License Renewal application for processing and/or for submission for approval by the DOC Director or AD-BLITI or designee; Also provide recommendation for Special Licensing Authorities e.g. PNRS, Zoning Board or Territorial Planning Commission prior to EDD Manager final review and approval.

This is an Equal 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 / Fax: (684) 633-1139
"Commitment to Service and Integrity"
Prepare and submit business site inspection reports in American Samoa by Districts, villages etc.

Issue Notice of Violations and/or citation (pending legislation) to all persons engaged in a business practice without a valid business license certificate in American Samoa.

Track, monitor, and forward all Notice of Violations to the DOC Legal Counsel or BTID-ASS prior submission to the Attorney General's Office for legal actions.

Design and prepare an enforcement and monitoring program for DOC-BTID with all necessary data inputting, reporting and tracking requirements.

Conduct/coordinate site visit review of development projects permitted via permit provisions and survey for unpermitted projects while in the field.

Attend the PNRS pre-scoping review meetings and provide technical recommendations on a regular basis in regard to enforcement actions.

Coordinate all major permit monitoring and tracking of cases for conditional approval compliance.

Provide final plans check for PNRS and ZONING concerns before DPW-Building Branch initiates its own review procedures for building permits.

Establish site visit tracking procedures and coordinate follow-up site visits with respective review agencies for Stop Work Orders and/or Issuance of Notice of Violations.

Work with the SBLI, DOC Legal Counsel/AAG, BTID-ASS and investigators on the issuance and follow-up of any necessary Stop Work Order Notices and/or Notice of Violations pending injunction.

Compile a file of record for each violation case issued a stop order or notice of violation, this record must include a detailed written report on the violation including environmental concerns, recommendations for actions, and photographs of the activity.

Monitoring of all violations must be performed routinely to detect further activity at the site and subsequent stop orders, notice of violations or citations must be issued to the violators (each stop work order, notice of violation or citation requires a written report added to the record).

 Assist with the inputting of cases in the Business Enforcement database to generate reports to the SBLI on a bi-weekly, monthly basis for all enforcement and monitoring activities for completing of the ml monthly, quarterly and annually reports to the AD-BLITI and DOC management for decision making and policy implementation.

Perform all other duties and tasks deemed necessary by the AD-BLITI and/or the DOC management.

Assist the AD-BLITI and BTID-AAS with off-island investors' fact-finding missions, trade fairs and one-on-one business meeting with local counterparts expressing economic development and investment in American Samoa.

Assist with preparation of investment packages, compiling of requested data and scheduling of site visit and meetings with local businesses, government agencies and American Samoa Chamber of Commerce etc. in American Samoa.
Knowledge, Skills, and Ability:
- Customer Service skills/Interpersonal skills in communication & writing both in English and Samoan.
- Excellent computer skills; Proficiency in Access and Word.

Academic and Experience Requirements:
- Applicant must have an associate’s degree from an accredited college or university plus four (4) years of work experience.
- Years of progressively responsible working experience may be substituted for a 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,

[Signature]

Max Tuitele
Acting Director, Department of Human Resources

This is an Equal 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 / Fax: (684) 633-1139
“Commitment to Service and Integrity”