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

JOB ANNOUNCEMENT

Job Title: CDBG Manager	Posting Date: July 20, 2022	Serial No.: 113-22
Department/Division: Commerce/Urban Planning & Development	Closing Date: July 26, 2022	Announcement No.: 042-22
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ External Appointment	Pay Grade and Salary Range: GS-14 \$19,567- \$55,057 p.a

General Description: Oversees the Community Development Block Grant Program

Key Duties and Responsibilities:

- Coordinates activities, programs or projects funded through the CDBG Program
- Coordinate and participate with government agencies, community leaders, special interest groups, committees or contractors during planning/financing processes
- Coordinates meetings, hearings and other activities necessary for the approval and implementation of CDBG supported planning and economic development programs and projects
- Develops effective monitoring measures and secure and train staff to implement planning processes, create jobs and develop facilities serving lower income residents, the effects of poverty and meet the needs of the disabled, elderly and special needs segments related to CDBG projects and report to HUD Programs
- Undertake economic and impact analysis on local, regional and international issues as related to the American Samoa Consolidated Plan (ConPlan) and Annual Action Plan;
- Environmental review and assessment of single or multiple development of projects being funded through the CDBG program;
- CDBG Grant Proposal preparation in support of Department of Commerce or ASG development programs;
- Management of activities in the absence of, or in temporary replacement of dedicated personnel;
- Procurement of contractual services relative to architectural and engineering design of CDBG projects;
- Recruitment of qualified personnel for the CDBG Program/Planning Division of the Department of Commerce;
- Aid in the strategic planning for capital improvements, 'basic needs' infrastructure and commerce in support of job creation and alleviation of poverty by CDBG projects.

This is an Equal Employment Opportunity Employer