

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director

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

JOB ANNOUNCEMENT

Job Title: Territorial Planner	Posting Date: July 20, 2022	Serial No. 046-22
Department/Division: Commerce/Urban Planning and Development	Closing Date: July 26, 2022	Announcement No. 020-22
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS 14/ \$19,567- \$55,057 p.a.

General Description: The Territorial planner leads the territory's development program including efforts focused on both land use and economic development planning. Strategic must take into account the most efficient use of resources available. These duties include developing strategies to support the retention and expansion of existing business; efforts to recruit specific targeted businesses to the territory; the drafting of proposals and grant applications to support development objectives; coordinate projects with government and non-government organizations to support territorial development programs; and proactively seek out new opportunities for the Territory's development strategies

Key Duties and Responsibilities:

- Manage all activities and personnel in the Planning Division
- Collaborate with other DOC divisions and ASG departments to ensure implementation of planning objectives
- Lead project implementation in support of economic development priorities of the territory and as outlined in the CEDS (Comprehensive Economic Development Strategy)
- Ensure the CEDS is always current and approved by U.S. Economic Development Administration (EDA)
- Lead efforts to renew and maintain the territory's General Plan
- Lead project implementation, from concept to completion
- Provide ongoing support to the Territorial Planning Commission (TPC)
- Identify opportunities to develop strategies plans to support economic development goals
- Develop economic profiles of the region and community as needed
- Research and provide recommendations on economic development opportunities
- Identify & pursue sectoral opportunities for economic development strategies
- Assist local organizations, businesses and individuals to take advantage of economic development opportunities
- Conduct surveys and research on market opportunities as needed

This is an Equal Employment Opportunity Employer

- Prepare proposals for funding to support community economic development
- Identify opportunities for joint ventures
- Assist with negotiations concerning joint ventures
- Provide assistance on preparing a business plan
- Provide advice on market analysis and economic opportunities
- Provide advice on product development and identification of target markets
- Identify management capabilities and recommend training requirements
- Determine startup costs, forecast sales and conduct a break-even analysis
- Conduct financial analysis on proposed business plans and opportunities
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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
- Must be able to develop or have the experience in community planning, manufacturing, industrial employment, development in municipal environment
- 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.

Fa'afetai tele,



Lynn Pulou- Alaimalo
Director, Department of Human Resources