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

JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
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<tbody>
<tr>
<td>CDBG Manager</td>
<td>September 29, 2022</td>
<td>113-22</td>
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<thead>
<tr>
<th>Department/Division:</th>
<th>Closing Date:</th>
<th>Announcement No.:</th>
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<tbody>
<tr>
<td>Commerce/Urban Planning &amp; Development</td>
<td>October 7, 2022</td>
<td>042-22</td>
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<tr>
<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
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<tr>
<td>Permanent Appointment</td>
<td>Employment Opportunity/</td>
<td>GS-14 $19,567- $55,057 p.a</td>
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<td>External Appointment</td>
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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

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
"Here To Serve"
Submit all programmatic and financial reporting as required by the ARPA statute and develop and review agency policies.

Advise the Executive Director and the ARPA Office management regarding compliance with laws and regulations through detailed reports.

Create and manage effective action plans in response to audit discoveries and compliance violations.

Regularly audit ARPA awardees and sub-recipients on ARPA Office procedures, practices, and documents to identify possible weaknesses or risks.

Assess and action plan for any ARPA Office operation to determine compliance risk.

Ensure all employees are educated on the latest regulations and processes.

Create sound internal controls and monitor adherence to them.

Draft and recommend any needed ARPA Office policy modifications in order to meet ARPA Compliance requirements.

Proactively audit processes, practices and documents to identify weaknesses.

Develop and execute plans to manage a crisis or compliance violation.

Address management and employee concerns or questions on legal compliance

Knowledge, Skills and Ability:

- Computer literate and ability to use productivity software such as MS Word, Excel, and PowerPoint
- Work independently and with minimal supervision
- Excellent verbal and written skills
- Work collaboratively with coworkers and others in a professional setting
- Create corrective action plans

Academic and Experience Requirements:

- Applicant must have an Associates degree from an accredited college plus 4 years of work-related experience.
- 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.

Fa'ametai tele,

Lynn Pulou-Alaimalo
Director, Department of Human Resources

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