



**American Samoa Government
Department of Human Resources**



JOB ANNOUNCEMENT

OPEN TO THE PUBLIC

DEPARTMENT / DIVISION: DEPARTMENT OF COMMERCE

**COMMUNITY BLOCK DEVELOPMENT
GRANT MANAGER**

Posting Date: October 31, 2023 - Closing Date: November 15, 2023

Serial No.: 162-23 || Announcement No.: 162-23

Temporary Appointment || Pay Grade & Salary: GS 14 - \$19,567 - \$55,057 p.a

GENERAL DESCRIPTION

The community development Block Grant Program oversees the Community Development Block Grant Program. This position is responsible for coordinating activities, programs or projects funded through the Community Development Block Grant program.

KEY DUTIES & RESPONSIBILITIES

- Coordinate and participate with government agencies, community leaders, special interest groups, committees, or contractors during planning / financing processes.
- Coordinate meetings, hearings, and other activities necessary for the approval and implementation of CDBG supported planning and economic development programs and projects.
- Develop 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 reports 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 projects being funded through the CDBG program.
- CDBG Grant Proposal preparation in support of Department of Commerce or ASG development programs.

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: americansamoagovernmenthr@gmail.com / Fax: (684) 633-1139

"Commitment To Public Service & Integrity"

- 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.
- Provide overall oversight of compliance for CDBG projects including CDBG-CV funding.
- Provides oversight of the needs assessment for all CDBG programs: Manage the assessment of recovery needs across all technical areas: housing; economic development; infrastructure and services.
- Evaluate: (a) types of needs (for example rehabilitation vs. new construction", including needs of LMI and under-served populations; (b) financial estimates of recovery costs; (c) geographic location of needs; and (d) capacity of potential administrative partners. Provides oversight in concert with the Grants Management staff, determine level and types of policy staff.
- Work with Human Resources to develop job descriptions and hiring requisitions and interview and hire staff.

KNOWLEDGE, SKILLS AND ABILITY

- Obtains sufficient knowledge in working with grants.
- Understand American Samoa Government Procurement Laws and regulations.
- Have good customer service to deal with clients and departments representatives.

ACADEMIC AND EXPERIENCE REQUIREMENTS

- Applicant must have a master's degree from an accredited college or university plus three (3) years OR bachelor's degree plus five (5) years of work-related experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary may be adjusted according to experience.

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**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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