



DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

| | | |
|---|--|--|
| Job Title: <i>Coastal Zone Manager</i> | Posting Date: <i>02/01/2010</i> | Serial No: <i>018-10</i> |
| Department/Division <i>Commerce/CZM Program</i> | Closing Date: <i>02/22/10</i> | Announcement No: <i>013-10</i> |
| Type of Position: <i>Full Time/Career Appointment</i> | Posting Type: <i>Employment Opportunity/Open to the Public</i> | Pay Grade and Salary Range: <i>GS 16/\$25,012 - \$55,172</i> |

Note: This is exempted from the freeze as per Governor's General Memorandum

General Description:

The incumbent of this position is responsible for the administration, policy and program development, facilitating coordination and partnering with local, regional and national entities, implementation of strategies and actions, staff training, grants management, and guidance to the Director and Deputy Director on long-range environmental policy analysis and resource protection of coastal and marine areas.

Key Duties and Responsibilities:

- Overall administration, reporting, coordination, planning, grants proposal preparation/management, performance, evaluation, revision of program documents and monitoring effectiveness of programs and staff within the Resource Management Division of DOC
- Development, administration and management of federally approved programs, grants and evaluation reviews
- Provide technical assistance in project review and evaluation not just within the Division but through collaboration with other ASG agencies and the public on matters related to environmental and land use planning
- Prepare assessments, progress reports, annual and periodic evaluation reports to DOC management and the community
- Prepares a 3 year Enhancement Program Assessment and Strategy for the American Samoa Coastal Management Program as prescribed in Section 309 of the CZMA as well as Annual Operations Plan for the Division which sets our key work tasks, resources and performance outputs on a yearly basis
- Develops and Implements a 3 Year Strategic Plan for the Resource Management Division which is periodically monitored, reviewed and adaptive to ensure the mission, goals and objectives of RMD are fully met

- Provide ongoing training development and enhancement for local staff to ensure personnel capacity enhancements and turnover issues are not prevalent
- Provide an active voice and advocacy for American Samoa on local, regional and national resource management activities as they affect the Territory
- Organizes and assists international and local conference planning and preparation – All Island's CZM Meeting, Ocean symposium, US Coral Reef Task Force Meeting, etc.
- All other duties and responsibilities as assigned

Knowledge Skill and Ability:

- Must be able to adapt resource management concepts relating to the use of land and coastal waters to the unique tenure system of American Samoa
- Must also have grant writing drafting experience
- Must be knowledgeable of both local and federal laws and regulations as they may apply and/or affect resource management policy formulation Territory

Academic and Experience Requirements:

- Applicant must have a Masters degree in coastal science or environmental planning or resource management or related field from an accredited college/university plus 5 years of work related; 3 of which at a supervisory level, or a Bachelors degree in coastal science and environmental planning or resource management or related field from an accredited college/university plus 6 years of work related experience; 4 years of which at a supervisory level. 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 633-4485/633-4000