**Lemanu Peleti Mauga**
*Governor*

**Talauega E. Ale**
*Lieutenant Governor*

***Lynn Pulou-Alaimalo***
*Director, Human Resources*

**Max Tuitele**
Deputy Director
Personnel/Administration

**Punipuao Sivas**
Deputy Director
WIOA

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

**JOB ANNOUNCEMENT**

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| ***Job Title:*** ***Coastal Hazard Program Coordinator (CHPC)*** | ***Posting Date:*** ***June 09, 2021*** | ***Serial No.:*** ***077-21*** |
| ***Department/Division:*** ***Commerce*** | ***Closing Date:*** ***June 22, 2021*** | ***Announcement No.:*** ***061-21*** |
| ***Type of Position:*** ***Temporary Appointment*** | ***Posting Type:*** ***Employment Opportunity/ Open to the Public*** | ***Pay Grade and Salary Range:*** ***GS-13/$16, 000 - $38,620p.a.*** |

**General Description:**
A Coastal Hazard Program Coordinator (CHPC) is responsible for incorporating representation from the Hazard Mitigation Council (HMC) as the CHPC into the deliberations of the Project Notification Review System (PNRS) in an appropriate manner, and incorporate representation from American Samoa Coastal Management Program (ASCMP) into the deliberate of the HMC through revision of guidelines, creation of MOU's and/or executive order, as necessary. To assure that issues of coastal hazards (on both a site and territory-wide basis) receive priority attention in land use and building permit review.

**Key Duties and Responsibilities:**
- Review, approval and adoption of new PNRS permitting requirements and/or guidelines, as deemed necessary following an ASG-wide review of coastal hazard mitigation activities and assessments
- Creation of an inter-agency tracking procedure for PNRS staff and board members-via MOU-for tracking coastal hazards mitigation actions (individually and collectively), with special attention to aspects of the projects (location, scale, site environmental impact, cumulative environmental impact, etc.) that are likely to come before the PNRS Board for consideration
- Assess and determine new or additional requirements needed to effectively address coastal hazard identified in the AS HMP, including flooding, landslides, tropical storms, surges and sea level rise
- Develop, approve and implement new permit requirements or processes to improve the effectiveness of the PNRS as one actor in the Territory's HMP implementation team
- Development and delivery of special meetings of PNRS Board members and ASCMP staff for in-depth professional development training and information updates on Hazard Mitigation
- Development and partial implementation of a school-based outreach and education program aimed at helping young people understand American Samoa Coastal Hazards, and providing opportunities for youth to get involved in local community projects aimed at reducing the risk from such hazards

- Completion of the coastal hazards-related mapping/GIS project in the current HMP as "Project 15"
- All other duties and responsibilities as assigned

**Knowledge, Skills and Ability:**

- Knowledge in other coastal program in U.S or Territories
- General knowledge of Federal, State, Local government organizational structures and relationships
- Experience with GIS systems
- Knowledge of FEMA and Hazard Mitigation Grant Programs
- Ability to effectively access and utilize computerized systems and equipment to complete assigned tasks, including all Office applications

**Academic and Experience Requirements:**

- Applicant must have a master's degree in related field from an accredited university plus 2 years of work-related experience OR
- Bachelor's degree in related field from an accredited university plus 4 years of work-related experience; 2 years of which at supervisory capacity
- 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.**

Fa'afetai tele,

Lynn Pulou-Alaimalo
Director, Department of Human Resources





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