

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Community Services Block Grant Manager</i>		Posting Date: <i>June 11, 2024</i>	Serial No.: <i>073-24</i>
Department/Division: <i>Commerce</i>		Closing Date: <i>July 02, 2024</i>	Announcement No.: <i>073-24</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-14/\$19,567 - \$55,057p.a.</i>	

General Description:

The basic function of the Community Services Block Grant (CSBG) Program Manager is to administer and manage the Community Services Block Grant federal program regular funds and CARES Act funds for the Territory of American Samoa. This involves preparing and writing up the State Plan, reporting annually for the Annual Report both regular and CARES Act, reviewing, approving program plans and budgets from eligible entities, overseeing application process from local sub-recipients, performing site visits and other job-related duties.

Key Duties and Responsibilities:

- Determine and recommend program policy by analyzing all pertinent issues and information, assessing the impact of proposed policy on the provisions of services.
- Determine and secure the resources necessary to implement programs/ policy. Supervise professional staff.
- Monitor program services and efficiencies, develop quality assurance plans, initiatives and action plans to improve program quality and to address deficiencies.
- Serve as the liaison with federal partners for CSBG.
- Prepare and review the State Plan for CSBG for federal approval, monitor CSBG regular and CSBG CARES Act for compliance with federal and state regulations, develop and oversee the Program's budgets.
- Manage and administer a major federally funded program assisting local agencies provide job education and development, housing assistance, work ethics and emergency assistance
- Plan, organizes and implements the CSBG Program and related programs in the territory in compliance with applicable regulations and guidelines through the work of staff, vendors and sub-grantees.

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
"Commitment to Service and Integrity"

- Develop highly sophisticated technical assistance through written correspondence, telephone and onsite communication on issues related to assisting citizens become economically self-sufficient.
- Meet with local grantees and board of directors to analyze areas of need; plans training to meet area needs and research effectiveness.
- Develops and implements program policies, procedures and instructions according to federal and territory program policies.
- Advise public and private nonprofit agencies regarding the creation of community and economic development programs.
- Coordinates program activities with activities of other programs in disadvantaged areas of the territory in disaster relief such as flood and tornado damage.
- Audits and develops allocation plan and evaluates grant proposals for programs which promote economic self-sufficiency in the territory.
- Develop annual funding guidance and state plans assuring appropriate public hearing prior to gubernatorial approval.
- Coordinate local grants to assure accurate preparation and efficient utilization of regular CSBG and CARES Act funds.
- Assist grantee agencies in coordinating regular CSBG and CARES Act program funds and in leveraging nonfederal funding to assure effective use of federal dollars.
- Evaluate proposals for discretionary grant funding and develops recommendations for action.
- Make formal and informal presentations to small and large groups to deliver program information.
- Participate in workshops and trainings to stay abreast of changing trends that might impact the territory.

Knowledge, Skills, and Ability:

- Grant management and/or analyze review complex data using Microsoft Office. Knowledge of OLDC (On-Line Data Collection) system.

Academic and Experience Requirements:

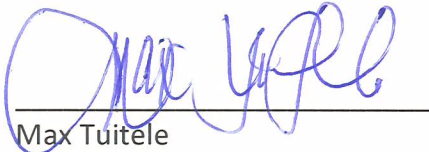
- Applicant must have a master's degree from an accredited college or university plus four (4) years of work-related experience, 3 years of supervisory capacity.
- OR a bachelor's degree from an accredited university or college plus 5 years of work-related experience and 3 years of supervisory capacity.
- 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.

Fa'afetai tele,



Max Tuitele

Acting Director, Department of Human Resources

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