

POSITION DESCRIPTION **ENVIRONMENTAL PLANNER**

(April 2010)

The Environmental Planner (EP) position is located within the American Samoa Coastal Management Program (ASCMP), which is in the Resource Division of the Department of Commerce. ASCMP oversees an interagency resource management system for the planning and protection of American Samoa's natural and cultural resources. This coordinated system forms the backbone of the Territory's permitting system, known as the Project Notification and Review System (PNRS). ASCMP is responsible for coordinating PNRS, and thus to work with other government agencies to bring local plans, zoning ordinances, and other land use matters into line with the Territory's coastal management policies. The EP supervises the land use permitting section of ASCMP and assists the PNRS in current planning.

The EP is responsible for long range environmental policy analysis and planning, staff development and coordination. The EP oversees and coordinates (1) 309 Enhancement Section; (2) Permit Section; (3) Non-point source pollution Section 6217 program (works with the American Samoa Environmental Protection Agency (ASEPA)) and reports directly to the ASCMP Manager. The EP also directs long range planning activities and ensures that the appropriate linkages are made between resource planning and the regulatory functions of the Permit Section. The EP also advises the ASCMP Manager and DOC management on critical resource management planning issues for the Territory. Furthermore, the EP shall be knowledgeable of Federal laws and regulations as they may apply and /or affect policy formulation in the Territory.

The EP reviews current territorial legislation and administrative regulations to determine overlapping authorities and/or shortcomings that hinder successful resource management. The EP is responsible for the design and implementation of interagency training and discussions to resolve legal and administrative deficiencies. The EP assists the ASCMP Manager in the overall administration of the Coastal Management Program, including assistance with the preparation of grant applications, compiling quarterly and annual performance reports, designing, implementing, and monitoring work plans to NOAA/OCRM and to other funding sources. The EP assists as necessary with program planning and identification of staff development needs. The EP provides technical review and input on federal and local programmatic matters pertaining to the administration and implementation of CZMA.

The EP also serves as technical advisor to the Planning Section of DOC by providing technical input on land use and environmental planning matters in American Samoa. The EP must provide timely and meaningful review of project proposals forwarded from the Permit Section. The EP supervises the permitting section of ASCMP and advises on technical training needs of the division. All major developments with potential for significant impacts are forwarded to the EP for review and recommendation. The EP provides determination of EA/EIS requirements and drafts federal consistency review correspondence for the ASCMP Manager. The EP assists in the determination of any other federal permits which may apply. If the proposed development involves only territorial funding and permits, the EP assists the project proponent with the design, and in some cases implementation, of an appropriate EIA.

The Environmental Planner must be able to:

1. Assist with the implementation of program policies and work plans with limited supervision;
2. Design and implement long-range program plans in support of ASCMP permit Section and Administrative procedures;
3. Assess training needs and supervises the design and implementation of staff training activities to meet those needs;
4. Work directly with DOC/ASCMP staff towards the program goal of implementing an efficient and coordinated PNRS;

5. Review environmental assessments and impact statements and make written comments and recommendations to the land use permit section and to the interagency permitting in authority, the PNRS Board;
6. Understand federal environmental law as they apply in the Territory, and to provide scientific basis to defend the application laws and regulations (both territorial and federal) within the Samoan context;
7. Review and provide guidance on the refinement of territorial environmental policy, legislation, and administrative rules;
8. Review and prepare federal consistency determination for ASCMP Manager;
9. Track and compile quarterly and annual performance reports for ASCMP;
10. Track, compile and submit the Coastal Zone Management Performance Measurement System;
11. Organize and assist international and local conference planning preparation;
12. Compile a status report (on a quarterly basis) to ASCMP Manager on overall ASCMP program development (Wetlands, PNRS, etc.);
13. Coordinate and perform quarterly evaluations of a program area within ASCMP (i.e. need to evaluate at each quarter the performance of ORMP, Wetlands, PNRS, etc.) (did it keep in line with its strategy, are they on track, how effective were their campaigns, etc.); and
14. Serve as technical advisor to the Planning Division of DOC in spearheading the Territorial Planning Commission's Comprehensive Territorial General Plan for American Samoa.

QUALIFICATIONS

The EP must be knowledgeable in such disciplines as land use planning, coastal resource management, marine affairs, or public administration. The incumbent must be able to adapt to resource management concepts relating to the use of land and coastal waters to the unique tenure system of American Samoa. The EP must be computer literate and have exceptional communication, writing, and interpersonal skills.

The EP must have a master's degree in a field related to coastal science, plus four years related experience in coastal zone planning. Additional years of work-related experience may be substituted for academic requirements. This is a two-year contract position with a salary range of \$35,000-\$40,000. Transportation, relocation expense, housing, and medical expenses included.

APPLICATIONS

Interested applicants should mail, fax or e-mail a cover letter, resume, and writing sample to Mrs. Reinette V. Thompson-Niko at the following address:

Reinette V. Thompson-Niko
American Samoa Coastal Management Program (ASCMP)
Department of Commerce
Executive Office Building
Pago Pago, AS 96799
rthompson.niko@doc.as
Phone 1- 684-633-5155
Fax 1-684-633-4195

Please Copy Sean Morrison and Christin T. Reynolds at the same address and following emails:
sean.morrison@doc.as and christin.reynolds@doc.as.