

## POSITION DESCRIPTION

### GIS Specialist

The American Samoa Government, Department of Commerce, is looking for GIS Specialist to assist with the implementation of computer technologies, databases, software applications and tools to produce an integrated information system. The GIS Specialist will report directly to the Manager of the American Samoa Coastal Management Program (ASCMP) and will utilize GIS for the purpose of data management and analysis, as well as organizing and enhancing existing systems. The GIS Specialist will lead the territory's GIS users' group to create policies directing territory-wide GIS activities (data sharing, standardized coordinate and datum scheme, and update responsibilities). As necessary, the GIS Specialist will assist technical staff in the effort to install, implement, and manage the on-going updates of ASCMP data and information systems. The GIS personnel will respond to requests of users, and troubleshoot problems relating to software and hardware errors, and will train other users as needed. The GIS personnel will also provide IT support to DOC including, specifications of computers, printers, plotters and network connectivity.

#### The GIS Specialist must be able to:

- I. Data Collection, Management, and Dissemination
  - A. Generate GIS Spatial data using GPS for base layer development.
  - B. Familiar with recent technology including Trimble and Garmin GPS's and associated softwares including Pathfinder Office and ArcPad.
  - C. Integrate new datasets developed by DOC Divisions and DOC archive datasets.
  - D. Analyze data and compile into useful reports for resource managers.
  - E. Coordinate off-island environmental research efforts that require GPS and GIS components.
  - F. Maintain and update the webportal which is an arcserver application on American Samoa GIS Landuse Data: <http://portal.gis.doc.as/LandUse/>.
  - G. Develop and launch new webportals for DOC.
  - H. Maintain and update online mapping servers that are accessible to the DOC Divisions and general public.
  - I. Coordinate with other ASG Agencies and Federal partners for uploading new American Samoa GIS datasets.
- II. Project Planning and Grant Writing for GIS Section
  - A. With the GIS team, design projects and provide technical descriptions including budgets for grant applications and grant reporting.
  - B. Familiarity with ESRI licensing to maintain existing licenses and support other local agencies including the American Samoa Community College on ESRI licensing.
  - C. Prepare documents, plans, maps, and graphic illustrations for projects or schemes.
- III. Training and Education
  - A. Promote GIS educational awareness and participate in GIS outreach activities.
  - B. Lead the American Samoa User Group and provide training to partnering agencies on GIS basics.
  - C. Instruct the American Samoa Community College Introduction to GIS Class.
  - D. Familiarity with ESRI Training programs to enhance GIS skills of DOC and partnering agency staff.
  - E. Ability to plan training events including planning of logistics and budgets.
- IV. Spatial Planning
  - A. Lead the GIS island users on "how to" guidance for planning process to create general, community, economic, environmental, land use and resource management plans.
  - B. Coordinate and participate with government agencies, community leaders, special interest groups, comities, or contractors during the planning process
  - C. Conduct data and information collection as forward planning and entry to the planning process.
  - D. Assist the Coastal Management Program with Marine Spatial Planning efforts.
  - E. Study of issues, trends, and need forecasting, development of goals, objectives and plan strategies, design for plan implementation, program management and schedules.
  - F. Provide Land Use maps and graphics illustrating development over time, and update using satellite imagery and other auxiliary inputs as available.

- V. Regulatory Activities and Resource Management
  - A. Analyze and determine compatibilities of development projects to policies and guidelines.
  - B. Develop and assist workshops and training programs for DOC staff and public to promote strategic and environmental planning and resource management.
- VI. Other responsibilities
  - A. Assist with production of thematic maps.
  - B. Coordinate imagery acquisition updates for the Territory.
  - C. Coordinate Lidar acquisition for the Territory.
  - D. Work closely with NOAA PSC in building GIS Capacity in American Samoa and across the Pacific.

#### QUALIFICATIONS

MS in Geography, Planning, Natural resource management or related field. Familiarity with ARCGIS 10, ArcServer 10 and Trimble products is a must. Proven practical experience generating outputs as described in Description of Responsibilities (above) through publications, reports, or academic papers. Must be physically fit for field work, willing to travel to remote islands, and tolerant of tropical conditions. Must possess a valid driver's license. Overseas experience is very desirable. The Specialist's role includes both science and management duties. Candidates must be organized, computer literate, and have exceptional communication, writing and interpersonal skills. This is a two-year contract position with a salary range of \$35,000-\$40,000. Transportation, relocation expenses, 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.