



American Samoa Community College
Vice President of Administration & Finance Division
EMPLOYMENT OPPORTUNITY

Position Title: **Special Projects Manager**
Employment Status: Full Time 12 months (Career Service)

General Description:

The Special Projects Manager – Construction is responsible for the planning, coordination, and execution of specialized construction and capital improvement projects that support the institution's strategic goals and operational needs. The individual in this position oversees all phases of assigned projects, from conceptual development through design, permitting, construction, and close-out, ensuring that they are completed on time, within budget, and in compliance with applicable codes, policies, and quality standards.

Working closely with internal departments, external consultants, contractors, and regulatory agencies, the Special Projects Manager manages project scopes, prepares and monitors schedules and budgets, and ensures alignment with institutional priorities. The role requires strong project management skills, technical expertise in construction and facilities planning, and the ability to navigate complex regulatory, logistical, and stakeholder environments. The Special Projects Manager may also contribute to long-term capital planning, sustainability initiatives, and space utilization strategies.

Responsibilities and Duties:

Project Management:

- Plan, coordinate, and manage all phases of assigned capital improvement and construction-related special projects, including feasibility studies, budgeting, design, permitting, construction, and close-out.

Budget Oversight:

- Develop, monitor, and manage project budgets; ensure expenditures are tracked accurately and projects are delivered within approved financial parameters.

Scheduling and Coordination:

- Create and maintain detailed project schedules; coordinate timelines with internal stakeholders, contractors, consultants, and other agencies to minimize disruptions and ensure timely project completion.

Stakeholder Engagement:

- Serve as primary liaison between the institution and project stakeholders, including architects, engineers, contractors, regulatory agencies, and internal departments.

Contract Administration:

- Work closely with the Procurement Officer to assist in the preparation and administration of contracts and agreements with consultants and contractors; review proposals, change orders, and pay applications to ensure compliance with scope, budget, and schedule.

Regulatory Compliance:

- Ensure all projects comply with applicable building codes, safety regulations environmental requirements, permitting processes, and institutional policies.

Technical Oversight:

- Review and interpret architectural and engineering drawings, construction documents, and specifications; ensure technical accuracy and alignment with institutional needs

Quality Assurance:

- Monitor construction activities to ensure adherence to plans, specifications, and standards of quality and safety; resolve field issues as needed.

Reporting and Documentation:

- Maintain detailed and accurate project records, including reports, schedules, permits, inspections, and correspondence; provide regular project updates to leadership.

Capital Planning Support:

- Contribute to the development of long-range capital improvement plans and facilities master plans; provide technical input on space planning, asset management, and sustainability initiatives.

Risk Management:

- Identify and assess project risks and develop strategies to mitigate delays, budget overruns, or quality issues.

Leadership and Supervision:

- May supervise assigned staff, consultants, or project teams; foster collaboration, accountability, and a commitment to excellence in project delivery.

Minimum Qualifications:

- Bachelor's degree in Engineering, project management, or a directly related field
- Work experience, supplemented by training and education, may be accepted in lieu of degree
- At least five (5) years of demonstrated, directly related experience in project management and capital planning
- Certification and/or licensure in construction or asset management
- Ability to read building blueprints, understand building codes, and interpret technical construction documents
- Comprehensive knowledge of computer applications and technology relevant to construction
- Knowledge, skills, and abilities in identifying, assessing, and evaluating projects, as well as interpreting policies and regulations related to planning, acquiring, constructing, upgrading, or replacing physical facilities, equipment, and other college assets

Salary: GS-14/01-05: \$45,564.00 - \$50,244.00 per annum

Application Deadline: July 25th, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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