



American Samoa Community College
Agriculture Community & Natural Resources Division
EMPLOYMENT OPPORTUNITY

Position Title: **Forestry Technician**
Employment Status: Full Time 12 months (Career Service)

General Description:

Under the supervision of the Forestry Program Manager, the Forestry Technician is responsible for organizing, filing, and planning for the overall Forestry Program, Forest Health Program, Forest Stewardship Program, and Urban and Community Forestry Program. The Forestry Technician performs administrative and clerical duties, such as databasing and reporting, and assists the forestry program staff in conducting field visitations, assessments, and project implementation activities.

Responsibilities and Duties:

- Organizes and files program reports, grant proposals, invoices, grant forms, news articles, and more
- Assists the Program Manager with collecting and compiling quarterly reports, six-month reports, and annual reports required by ACNR and U.S. Forest Service programs
- Ensures that Forestry Program office supplies are maintained, including checking the inventory and working with the Finance and Procurement Offices to ensure supplies are available at all times
- Occasionally travels off-site to deliver reports or files to other agencies and departments
- Assists with the planning and organizing of the Forestry Advisory Council meetings. Records meeting minutes and compiles minutes reports
- May join the program in conducting field visitations, assessments, and projects implementation activities
- Maintains and/or coordinates Forestry Program office policies, calendar events and schedules, and program evaluations and planning
- Assists the program specialist with event planning, presentation, and community activities
- Processes and tracks Forestry expenses (on purchase requisitions, check requests, travel authorization requests, and more) via database and/or excel spreadsheets
- Utilizes and operates Forestry vehicles and office equipment
- Hikes steep mountain and forested areas and carries equipment more than 20+lbs during field work activities
- Works as a team with other Forestry Staff and other Land Grant programs based on the mission and goals of the Division
- Performs other duties as assigned by the Extension Forestry Manager

Minimum Qualifications:

- High School Diploma
- Five (5) years of direct experience
- Professional knowledge in Forestry & Natural Resources
- Demonstrated oral and written communication skills to educate the public, collaborate with coworkers and compile reports

AMERICAN SAMOA COMMUNITY COLLEGE
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Preferred Qualification:

- Associate's degree with knowledge and skills listed under minimum qualifications

Salary Range: GS-09/01-05: \$18,340.00 - \$21,460.00 per annum

Application Deadline: October 24th, 2023, no later than 4:00pm

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

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