



**American Samoa  
Power Authority**



Human Resource Department, Tafuna  
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## PUBLIC JOB POSTING

|                       |   |                         |                                   |
|-----------------------|---|-------------------------|-----------------------------------|
| <i>Position Title</i> | <b>ICT Systems Specialist I</b>             | <i>Posting Date</i>     | <b>July 20, 2023</b>              |
| <i>Department</i>     | <b>ICT</b>                                  | <i>Deadline</i>         | <b>Until Filled</b>               |
| <i>Division</i>       | <b>Support Services</b>                     |                         |                                   |
| <i>Position Type</i>  | <b>Career Service - 12 months probation</b> | <i>Pay Range</i>        | <b>\$13.52 - \$14.06 per hour</b> |
| <i>Reports To</i>     | <b>ICT Manager</b>                          | <i>Job Grade/Status</i> | <b>H/4/B-H/5/B, Non-Exempt</b>    |

### *Major Duties & Responsibilities*

The primary duties of this position include highly professional, technical, and administrative work of considerable difficulty involving the coordination of short and long range planning, analysis, report design, implementation, and maintenance of mission-critical business process solutions for ASPA's ICT department. The incumbent is responsible for maintaining the department's information technology system, application and database, and reporting needs using networked and distributed computing architectures and applications. He/she will also coordinate the design of database structures and develop documentation standards for the effective use, control, and maintenance of databases. The incumbent will also assure a proper and balanced interface between specific business applications/systems and ASPA's primary systems, as applicable, as well as perform selected duties of the administrative supervisor, as necessary. Other duties as required or assigned.

### *Minimum Requirements*

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| <i>Education</i>                           | Bachelor's degree in computer and information science, computer technology and information systems, business and computing, or a related field.  |
| <i>Experience</i>                          | Three (3) years of professional and technical experience that includes experience with application systems in a client/server environment; or an equivalent combination of training and experience.  |
| <i>COVID 19 Vaccinations</i>               | Applicant must show evidence of having completed the full course of vaccination against Covid19 as approved by the FDA & WHO.  |
| <i>Skills, Abilities, Job Requirements</i> | <p>Knowledgeable in computer technology and current technical industry capabilities and standards, transaction processing systems, system support, implementation and/or development in client/server environment, working knowledge of an open database connectivity (ODBC), database (AS400, Linux, etc.), structured query language/structured query reports (SQLISQR), Microsoft Office toolset, (Access, Word, Excel, etc), and a basic understanding of networks and network design. Other skills and abilities include:</p> <ul style="list-style-type: none"> <li>• Conduct independent research and define results.</li> <li>• Competent technical advice and recommendations on hardware and software capabilities, system reporting and development, and related matters.</li> <li>• Interact effectively with functional representatives and technical co-workers one-on-one and/or in team environments.</li> <li>• Ability to communicate clearly and concisely, orally, and in writing.</li> <li>• Work irregular and/or additional hours.</li> </ul> |

**Qualified applicants:** Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.

***An Equal Opportunity Employer \* A Drug Free Workplace***