AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
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<tbody>
<tr>
<td>Data Administrator</td>
<td>March 12, 2020</td>
<td>100-20</td>
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<tr>
<td>Department/Division:</td>
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<tr>
<td>Education/Teacher</td>
<td>Closing Date:</td>
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<td>Quality</td>
<td>April 01, 2020</td>
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<td>Type of Position:</td>
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<td>Permanent Appointment</td>
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<tr>
<td>Posting Type:</td>
<td>Employment Opportunity/Open to the Public</td>
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Note: This is exempted from the freeze as per the Governor's General Memorandum.

General Description:
The Data Administrator oversees the functioning of the Teacher Quality Office (TQO) internal system of database under the direct supervision of the Assistant Director (AD).

Key Duties and Responsibilities:
- Maintain and consistently check to ensure that teacher data is accurate, update, protected and backed-up in the TQO system of databases
- Oversee and manage the updating of TQO data in the American Samoa Depart of Education (ASDOE) Longitudinal Data Services (LDS)
- Establish data reporting protocols
- Ensure compliance with federal regulations government confidentiality of personnel data
- Regular monitoring of database performance
- Produce teacher data reports for Program Services Team upon request
- Create when needed additional database to accommodate program services
- Regular monitoring of data entry procedures
- Provide effective supervision of assigned personnel
- Provide in-service trainings for staff on data management matters
- Prepare and submit monthly activity report to TQ Assistant Director
- All other duties and responsibilities as assigned

Knowledge, Skills and Ability:
- Basic familiarity with database concepts and data analysis
- General computing skills, especially in Microsoft Excel
- Good oral and written communication skills
- Excellent problem solving skills
- Ability to supervise and evaluate assigned personnel

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Here To Serve"
Academic and Experience Requirements:

- Applicant must have a Master’s degree in related field from an accredited college or university plus one (1) year of work related experiences OR
- Bachelor’s degree in related field from an accredited university plus three (3) years of work related experiences, one (1) year of which at a supervisory capacity
- Years of progressively responsible work experience may be submitted for portion of the academic requirement.
- Salary will commensurate with educational background and years of relevant experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

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[Signature]
Eseneiaso J Liu
Director, Department of Human Resources