



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District

SENIOR LEGAL ANALYST

The Senior Legal Analyst is responsible for providing analytical review and legal support for attorneys in the Virgin Islands Housing Finance Authority ("VIHFA") Community Development Block Grant Disaster Recovery Office. The Senior Legal Analyst possesses superior analytical skills and knowledge of essential programmatic and operational functions such as analytical review, research, and documentation of relevant information, preparing reports and review of legal documents in preparation for meetings, audits, etc. The Senior Legal Analyst is adept at solving problems, well-organized, reliable, and possess the ability to be independently directed and is able to establish and develop sound policy guidance.

ESSENTIAL FUNCTIONS:

The following are typical duties that the Senior Legal Analyst is expected to perform, but the omission of specific duties does not exclude them from the position if the work is similar, related or is a logical assignment:

- ⇒ Analyze and help prepare contracts, including memoranda, leases, other document needed to carry-out CDBG-DR objectives.
- ⇒ Assist the Special Counsel in policy review and development of policy as needed; research and provide information concerning legal and policy issues to the CDBG-DR Program.
- ⇒ Assist with both internal and external audit review and provide and compile information as needed.
- ⇒ Review and analyze documentation; evaluate business systems and formulate information and systems to overall grant requirements.
- ⇒ Conducts legal research and analyze law sources such as statutes, judicial opinions, articles, legal scholarship, regulations and legislation.
- ⇒ Conduct insightful and ad hoc analyses to investigate ongoing or one-time operational issues.
- ⇒ Review of documentation and organized files to ensure grant reporting and compliance.
- ⇒ Assist in determining and reviewing operational objectives and analyze operational function.
- ⇒ Evaluate output requirements and formats with the ability to suggest modifications and improvements with operational systems and practices.
- ⇒ Meet with, and serve as liaison to internal and external clients, agencies, corporations, non-profits or other individuals and/or entities as required .
- ⇒ Monitor and track project and contractual progress through performance milestones and deliverables; prepares progress reports and provide recommended solutions and actions as required.
- ⇒ Assist with achieving programmatic milestones, phases and elements, and may be required to be part of project team as needed.
- ⇒ Assist with the review, interpretation and evaluation of submitted documentation, files and other data for incorporation and development into strategic decision-making.
- ⇒ Provide reviews of various areas including administrative operations, procurement and purchasing activities.
- ⇒ Assists with office administration by performing tasks, such as scheduling appointments, making and receiving phone calls, photocopying, reviewing and drafting correspondence, file organization and reading and routing incoming mail.
- ⇒ Maintain confidentiality
- ⇒ Interacts with VIHFA personnel, Board of Directors, clients, consultants, outside counsel, members of the public and others.
- ⇒ Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree in Business Administration or related analytical/investigative field desirable. Legal and/or Business Certificate
- ⇒ **Experience:** Minimum of 5 years administrative and analytical/research experience. An equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Computer literate and proficient computer skills utilizing Microsoft Word, Excel, Power Point, Outlook, desktop publishing and commonly used law office management solutions. Excellent verbal and written communications skills. Superior research skills. Knowledge of content and format of legal documents. Knowledge of hierarchy organizational operational and streamline systems. Able to read, draft, review and edit letters, memoranda and other written materials. Familiar with general federal grants requirements and guidance. Organizational and systems management. Comfortable handling large workload under time constraints. Ability to work harmoniously and cooperatively with other VIHFA personnel. Able to exercise a high level of discretion with, and maintain, confidential matters. Knowledge of standard business practices and office protocol. Ability to properly use all standard office equipment. Excellent phone etiquette and customer service skills. Ability to use diplomacy and discretion in providing information. Able to remain calm and professional at all times, particularly in stressful situations. Capacity to work with and through people at all levels. Logical, dependable, detail-oriented, self-reliant, personable, and capable of delivering high-quality work. Strong work ethic and ability to meet and complete deadlines, without direct supervision. Ability to travel, including overnight stay, if necessary. Valid Driver's License required.

SALARY: \$58,240-\$72,800 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Wednesday, July 22, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer