



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

### **DISASTER RECOVERY NETWORK ANALYST**

The Disaster Recovery Network Analyst is responsible for providing day to day operational MIS support to the CDBG-DR team. The Network Analyst will also be responsible designing and preparing reports by accessing databases or by consolidating data from multiple sources in support of the effective management of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Program. This is a Territorial Position.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Creates maps and graphs, using GIS software and related equipment, if necessary.
- ⇒ Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; router/ switching, firewall administration.
- ⇒ Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- ⇒ Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- ⇒ Prepares users by designing and conducting training programs; providing references and support.
- ⇒ Upgrades network by conferring with vendors; developing, testing, evaluating, and installing enhancements.
- ⇒ Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- ⇒ Knowledge of system security solutions (e.g. unified threat management tools such as IPS, IDS, URL filtering) and data backup/recovery solutions.
- ⇒ Knowledgeable in administering Microsoft 365, Teams, Sharepoint, along with associated Microsoft platform apps, such as Microsoft Flow and Power BI.
- ⇒ Designing and preparing reports by accessing various databases or by consolidating data from multiple sources for inclusion into research or operating reports.
- ⇒ Maintain server and desktop systems, including secure passwords, file system security and data integrity for desktop environment
- ⇒ Operating and maintaining computer/ networking system hardware, software, etc.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Computer Science, Business Management, or related field.
- ⇒ **Experience:** Minimum of two (2) years' experience in creation, reporting, and/or management of data or closely related tasks. Minimum of 5 years providing computer and networking equipment support. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Must have technical writing, presentation development, and research skills; Experience managing projects and people; Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment; Excellent report writing, analytical, editing and proofreading skills; Experience with digitizing and GIS editing; Computer literate to include Microsoft Word, Excel, PowerPoint, and Outlook; Good oral and written communications skills; Ability to be flexible and work under pressure; Ability to maintain confidentiality in all assignments; Ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Ability to perform duties with limited supervision; Ability to lift up to 50 pounds; Demonstrated knowledge of Windows operating systems; Demonstrated success working individually or as part of a team requiring little supervision; Valid Driver's License.

**SALARY:** \$54,080 - \$68,640 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 Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto: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](http://www.vihfa.gov).

**Deadline for submittal of application package is Monday, December 7, 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*