The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position
WEBSITE DEVELOPER & IT SUPPORT

The Website Developer & IT Support is responsible for creating, maintaining, and updating the Authority's website. The Website Developer & IT Support will also be responsible for providing technical assistance and support related to various IT hardware and software systems; responds to queries, runs diagnostic programs, isolated problems, and determines and implements technology solutions 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:
⇨ Work closely with the management team to ensure all content associated with their departments have been properly communicated on the agency's website. Some of the primary duties include conceptualizing and implementing creative ideas for the agency's website, as well as creating visual elements that are in line with our branding.
⇨ This position requires the candidate to have expertise and hands on experience with Web Applications and programming languages such as HTML, CSS, JavaScript, JQuery and API's.
⇨ The candidate must be able to effectively communicate with other colleagues to develop and deploy their content and ensure there is a clear establishment of what can be created within a specific timeframe. (WordPress & Drupal)
⇨ The candidate must be proficient in creating website design/content by using standard HTML/CSS practices
⇨ This position requires evaluation of code to ensure it meets industry standards, is valid, is properly structured, and is compatible with browsers, devices, or operating systems.
⇨ The candidate must be able to develop and validate test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types. Maintaining an understanding of the latest Web applications and programming practices through education, study, and participation in conferences, workshops, and groups.
⇨ The candidate must be proficient in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools.
⇨ The position requires the candidate to have up to date experience with international web protocols, standards, and technologies.
⇨ Operating and maintaining computer/ networking system hardware, software, etc.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:
⇨ **Education:** Bachelor's Degree in Computer Science, Web Design/ Development or related field.
⇨ **Experience:** 4-7 years of experience developing and maintaining a website and providing IT support. Equivalent combination of education and experience may be substituted.
⇨ **Knowledge, Skills and Abilities:** Proven working experience in web programming; Top-notch programming skills and in-depth knowledge of modern HTML/CSS; A solid understanding of how web applications work including security, session management, and best development practices; Adequate knowledge of relational database systems, Object Oriented Programming and web application development; Testing and improving the design of the website; Establishing design guidelines, standards, and best practices; Maintaining the appearance of websites by enforcing content standards; Designing visual imagery for websites and ensuring that they are in line with branding for clients; Working with different content management systems; Communicating design ideas using user flows, process flows, site maps and wireframes; Incorporating functionalities and features into websites; Designing sample pages including colors and fonts; Preparing design plans and presenting the website structure; Hands-on experience with network diagnostics, network analytics tools; Basic knowledge of Search Engine Optimization process; Aggressive problem diagnosis and creative problem-solving skills; Strong organizational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen; Providing support in person, over the phone, or via remote-access; Respond to end user helpdesk support queries; Diagnosing issues with computer software, peripherals, and hardware; Running software diagnostic tools and physically inspecting computer hardware systems; 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. 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 Friday, January 8, 2021; 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