



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

CDBG-DR POLICY SUPPORT SPECIALIST

The Community Development Block Grant, Disaster Recovery Policy Support Specialist assists with disaster recovery projects. Develops, reviews and provide continued updates to disaster recovery projects/programs policies and standard operating procedures (SOP's). The Specialist also aids in coordinating information, developing program process flows and contribute to the overall project performance in compliance with the Community Development Block Grant Disaster Recovery (CDBG-DR) Program funding and promotes the overall strategic and operational responsibility of all federal and local regulations.

ESSENTIAL FUNCTIONS:

- ⇒ Acts as support to the Senior Policy Manager and work collaboratively with VIHFA departments to implement CDBG-DR and CDBG-MIT programs.
- ⇒ Assist Program Manager to document processes, develop process flowcharts, and draft policies and SOP's.
- ⇒ Assist in the identification and resolution of discrepancies or errors associated with all policies and SOPs.
- ⇒ Maintain all aspects of policy document control and approval system and processes by tracking all policies and SOPs from creation to implementation.
- ⇒ Assist in the development of checklists, communication templates and desktop guides to augment policies and SOP's.
- ⇒ Act as the supportive source of knowledge for all CDBG-DR SOPs and internal policy documents.
- ⇒ Assists policy staff in the development and implementation of major new policy and SOP initiatives and planning and coordinating policy related workshops and meetings.
- ⇒ Conduct staff interviews and review/research work products to aid in the development of policies and SOP's.
- ⇒ Lead the efforts and development to gather and create SOP requirements or process improvements for DR programs and functions.
- ⇒ Contribute to the development of informational or technical documents. Informational or technical documents may include, but not be limited to, regulatory documents, communication materials, website materials, and training-related materials.
- ⇒ Takes independent initiative and actively and fully participates in helping to develop the Policy Unit's yearly goals and objectives in support of CDBG-DR priorities.
- ⇒ Apply established procedures and guidelines to the keeping of records and the preparation of standardized reports.
- ⇒ Additional tasks may be assigned which could include providing surge capacity to complete other, routine tasks, as well as to perform special projects outside the normal scope of activities.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree in Business Administration, Urban Planning, Policy, Public Administration or related field.
- ⇒ **Experience:** 3+ years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs/grant administration providing training and technical assistance in the field of affordable housing, economic development and/or community development. Disaster recover experience. Solid knowledge of how housing and community development programs are implemented at the federal and local levels. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** A working knowledge of regulations governing the CDBG-DR Program; Demonstrates leadership qualities including the ability to motivate staff; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook, particularly SharePoint; Experience with Microsoft Visio in developing process flowcharts; Excellent verbal, interpersonal and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Team player with the ability to meet multiple deadlines in a fast-paced environment; Strong analytical, problem-solving and decision-making capabilities; Excellent writing, copy, editing and proofreading skills; Excellent communication and follow-up skills; Highly organized with strong attention to detail; Ability to work independently with minimal supervision; Familiarity with scientific terminology, regulatory writing styles, standards & procedures, and Government Plain language guidance; strong technical documentation and technical writing experience; Valid Virgin Islands Driver's License.

SALARY: **\$49,920 - \$64,480** 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, May 21, 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