



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

## **INFRASTRUCTURE DISASTER RECOVERY SPECIALIST(S)**

The Infrastructure Disaster Recovery Specialist is responsible for performing a variety of project review and monitoring tasks associated with CDBG-DR Subrecipients that require a thorough knowledge of CDBG-DR, FEMA and other disaster assistance programs and policies. The specialist assists subrecipients with program eligibility requirements for participation in infrastructure related projects and to meet federal match recovery goals and objectives. Responsibilities may also include developing written materials, providing training and technical assistance, and working directly with sub-recipients to provide technical assistance. Adherence with disaster recovery progress, strategies and outcomes set by the Infrastructure Senior Manager and the Director of Community Development Block Grant Disaster Recovery (CDBG-DR) Program as set forth in the Action Plan(s) is essential.

### **ESSENTIAL FUNCTIONS:**

- ⇒ Assist with the development of program procedures and processes.
- ⇒ Provides guidance, expertise and translation of Federal regulations (CDBG-DR, cross cutting Federal requirements, Duplication of Benefits, etc.) for implementation of programs.
- ⇒ Provides training and technical assistance for infrastructure and/or community development projects.
- ⇒ Interpret and apply regulations of the federal project management systems.
- ⇒ Provides technical assistance to support infrastructure disaster recovery team efforts for eligible sub-recipients
- ⇒ Provide training to eligible agencies, authorities, private-nonprofits, Sub-recipients, contractors, or local staff to ensure program compliance.
- ⇒ Monitoring policies and procedures as identified by programs or shared services; researching, drafting and reviewing of all related documents (templates, training guides, standard operating procedures, etc.); and building consensus among stakeholders.
- ⇒ Reviewing all program documents such as application amendments and project approvals, closeouts, or cancellations to maintain oversight on compliance with program policies and procedures.
- ⇒ Coordinates large project portfolios.
- ⇒ Generates reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results.
- ⇒ Other duties as assigned.

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

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business, Economics, Public Policy Administration, Urban Planning, Geography or related field.
- ⇒ **Experience:** Minimum of two (2) years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs, specifically the monitoring and review or project management of disaster recovery projects. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills & Abilities:** Must have technical writing, presentation development, and research skills; Experience managing projects and coordinating with other project managers; Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment. Excellent report writing, analytical, editing and proofreading skills. Knowledge of GIS, mapping and census data assessment tools; 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; 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 Friday, July 16, 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*