



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position

SPECIAL COUNSEL FOR DISASTER RECOVERY

The Special Counsel for Disaster Recovery is responsible for providing general legal counsel and guidance to the Virgin Islands Housing Finance Authority's (VIHFA's) Community Development Block Grant Disaster Recovery (CDBG-DR) Program. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Provides legal advice and direction to the Executive Director of CDBG-DR and CDBG-DR Staff as necessary, in the routine performance of duties.
- ⇒ Serves as the primary resource on the interpretation of laws, rulings, regulations and policies in administering the CDBG-DR program. Provides advice and/or seeks the counsel of experts who can provide legal and/or technical assistance on matters affecting the CDBG-DR Program.
- ⇒ Prepares and/or reviews legal documents necessary for the operation of the CDBG-DR Program. Reviews and approves the contents and effect of all program documentation, contracts and memoranda of understanding (MOUs) and takes steps to ensure that documents are properly executed and registered in public records when appropriate.
- ⇒ Attends VIHFA Board of Directors meetings and provides legal advice to the Board of Directors relative to matters of CDBG-DR. Reviews all legal documents or instruments to be presented to the Board for adoption or execution for legal sufficiency and consistency with policy guidelines. Assists with the preparation, review and presentation of reports to the Board other appropriate agencies or individuals.
- ⇒ Develops strategy, arguments and testimony in preparation for presentation of cases and represents the CDBG-DR Program in any legal matters in court and before quasi-judicial or administrative agencies of government. Gathers evidence in civil and other cases to formulate defense or to initiate legal action, determines the appropriate action to be taken to initiate or respond to legal proceedings and as appropriate, consult and reviews with the Director of CDBG-DR.
- ⇒ Attends meetings and public hearings on behalf of CDBG-DR. Serves as the official representative of the CDBG-DR Program when requested to do so by the Director of CDBG-DR.
- ⇒ Reviews pending and new legislation and regulations affecting the CDBG-DR Program and assesses the impact. Advises the Director of CDBG-DR on monitoring and audit findings and recommends action as appropriate.
- ⇒ Prepares and submits reports as necessary to the Director of CDBG-DR detailing the status of CDBG-DR activities. Consults with the Director of CDBG-DR in determining legal strategies as needed.
- ⇒ Maintains all legal records, closing documents, legal instruments, board minutes, and transcripts relating to the CDBG-DR Program.
- ⇒ Sets internal governance policies and manages the impact of external factors.
- ⇒ Performs other related duties as assigned by the Director of CDBG-DR.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Graduation from an accredited law school with a JD degree. Must be licensed to practice law in the U.S. Virgin Islands. Will be required to provide certification of admission to the Bar of the Virgin Islands.
- ⇒ **Experience:** At least 5 years of experience in the practice of law. Equivalent combination of education and experience may be substituted.

SALARY: \$90,000 - \$105,000 per annum depending upon qualifications.
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APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **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.

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