



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

DISASTER RECOVERY DATA AND REPORTING SPECIALIST

Under the direction and supervision of Senior Program Manager/Project Lead, the Data and Reporting Administrator is responsible for providing comprehensive data management and reporting solutions and performance analysis by providing data analytics to highlight useful information and support decision making. This position is a subject matter expert and will contribute to collective decision-making within the CDBG-DR and the CDBG-MIT (Mitigation) programs. The DRRM works behind the scenes to implement (and optimize) business intelligence/analytics & reporting tools to manage content creation. DRRM's help drive critical program decisions by analyzing metrics and designing reoccurring and ad hoc reports.

Essential Function

- Responsible for leading comprehensive program statistical data collection and analysis that will drive effective and efficient Disaster Recovery and Mitigation program outcomes.
- Coordinate programmatic information gathering, reports, data analysis that track program progress and overall project performance.
- Provide reporting solutions and performance analysis by providing data analytics to highlight useful information and support decision making.
- Provide holistic weekly, monthly, quarterly, and annual metrics and reports that inform decision making related to disaster outcomes.
- Develop, implement, and optimize business intelligence/analytics & reporting achieve organizational goals.
- Develop and create data layout like tables, charts, graphs, heat maps and process flow diagrams.
- Develop and enhance spreadsheets and databases' functionality like usage of forms, templates, and logic functions.
- Designs, develops, and maintains ongoing metrics, reports, analyses, spreadsheets, database, forms, templates, logic functions and dashboards to support analytical decision-making on key disaster recovery initiatives.
- Lead requirements gathering sessions; perform detailed analysis and research activities.
- Assists with compilation of information and development of reports required for standard HUD reporting and other required program risk-based performance assessment and management.
- Handle small projects, present results and meet deadlines by collaborating multiple projects.
- Create and maintains day-to-day cross-departmental relationships to enable leadership success.
- Lead the development and implementation of Program KPI's and develop the relevant tracking metrics and mechanism to ensure goals are met.
- Coordinates inter-agency data integration initiatives
- Directs or performs analysis and preparation of resulting reports for surveys conducted
- Assists with, or directs the development of, surveys for various initiatives
- Supports program review efforts and may direct and coordinate work of others to develop, test, install, and modify programs, reports, data structures, queries and other related items within the Authority 'data system.

Education, Experience and Skills Required

⇒ Education: Bachelor's Degree from an accredited college or university in Business Administration, Computer Science, Information Management, or a related field, or a Bachelor's Degree plus commensurate experience in those fields.

⇒ Experience: 3 years of management / technology consulting experience, including designing and implementing business operations, establishing policies that promote strategy, structure, systems, culture and vision, overseeing operations and working with senior leadership level. 5 years of in-depth experience working with CDBG/CDBG-DR or related federal disaster recovery programs/grant administration in the field of affordable housing, economic development and/or community development. Experience with implementation of housing and community development programs at the federal and local levels. Equivalent combination of education and experience may be substituted.

⇒ Knowledge, Skills and Abilities: Previous experience with Microsoft Business Intelligence Stack (SQL Server, Excel, SharePoint). Knowledge and experience in Microsoft Power Bi. Advanced Microsoft Excel / Access and ability to use tools productively. Previous experience with reporting tools: TOAD, SQL Plus, Tableau, Qlikview, Power BI, Crystal Reports. Previous experiences with Operating Systems: Microsoft Windows (Desktop and Application Servers). Demonstrated

leadership including the ability to motivate staff. Excellent communication and problem-solving skills. Demonstrated ability to multi-task, work collaboratively in a team-oriented environment. A working knowledge of regulations governing the CDBG-DR / CDBG-MIT programs. Valid Virgin Islands Drivers License.

SALARY: \$72,800 - \$85,000 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Stay-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 the application package is Monday, October 17, 2022; 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