



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following position for the St. Croix District:

## **ASSOCIATE PLANNER II**

The Associate Planner II is responsible for the day-to-day monitoring and implementation of the Community Development Block Grant (CDBG) Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Review and evaluate grant applications and make recommendations to CDBG Program Manager regarding selection of activities to be funded.
- ⇒ Prepare project description summaries and provide other information as needed for public hearings and other meetings regarding the CDBG Program in particular and community development, housing, and homelessness in general.
- ⇒ Assist with conducting public hearings and other meetings as required by the Citizen Participation Plan to obtain the input of stakeholders and the public in general relative to assessment of the needs of the Territory with regards to community development, housing, and homelessness
- ⇒ Serve as primary liaison between CDBG Program and grant applicants, sub-grantees/subrecipients, and cognizant agencies.
- ⇒ Provide technical support to sub-grantees/subrecipients in various areas to include program regulations, program compliance, and administrative requirements.
- ⇒ Prepare award letters, Subrecipient Agreements/Memoranda of Understanding, and Notices to Proceed for new projects.
- ⇒ Prepare environmental review file for projects including determination of the appropriate level of environmental review, compilation of maps and other source documents necessary to conduct review, coordination with cognizant agencies, and completion of assessment forms.
- ⇒ Conduct project pre-construction meetings and disseminate labor standard compliance material
- ⇒ Prepare monitoring letters and other correspondence to grantees, partner agencies, etc.
- ⇒ Review disbursement requests submitted by sub-grantees/subrecipients and forward to Program Manager for approval.
- ⇒ Review monthly reports submitted by sub-grantees/subrecipients.
- ⇒ Monitor CDBG projects by employing methods such as site visits, staff interviews, review of project status reports, meetings with sub-grantees/subrecipients, project architects, contractors and regulatory agency staff, and other tools as may be appropriate for the type of project.
- ⇒ Ensure sub-grantee/sub-recipient compliance with federal regulations including but not limited to: Environmental Review, Labor Standards, Fair Housing, etc.
- ⇒ Prepare monthly reports summarizing status of on-going projects.
- ⇒ Assist with preparation of the Annual Plan, CAPER, and Consolidated Plan updates.
- ⇒ Input and update IDIS with project information and accomplishment data. Utilize IDIS reports to track project disbursements and reconcile project accounts, as necessary.

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

- ⇒ Associate degree from an accredited college or university in Business Administration, Public Administration, or related field.
- ⇒ 1-3 years of experience working with CDBG, ESG or related federal programs or grant administration; An equivalent combination of education and experience
- ⇒ Knowledge of A working knowledge of regulations governing the CDBG Program; 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; Excellent oral and written communication skills and analytical abilities; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments. A valid Virgin Islands Driver's license.

**SALARY:** \$37,440.00 - \$54,500.00 per annum depending upon qualifications

### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov). Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

Deadline for application submittal is **Monday, June 5, 2023**; 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 (VIHFA) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics, disability or veteran status. Employment is contingent upon proof of citizenship or legal authorization to work in the United States. Each question must be fully and accurately answered. Incomplete, illegible or unsigned applications will not be considered.*