



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-MIT Grant Funded position
DEPUTY DIRECTOR OF INFRASTRUCTURE & PUBLIC SERVICES

The Deputy Director for Infrastructure and Public Services provides program management, and directs, implements, and coordinates infrastructure and public service Mitigation projects, goals, objectives, progress, strategies and outcomes in accordance with established policies and procedures. The Deputy Director for Infrastructure and Public Services will play a critical role in coordinating the implementation of the infrastructure and public services program as it launches and moves towards implementation and will work closely with the Director of Mitigation to liaison will all necessary agencies. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Provides overall leadership of the Infrastructure and Public Services program.
- ⇒ Support the Director of Mitigation and CDRO and works collaboratively with CDBG-MIT Program staff, and VIHFA departments to monitor the CDBG-MIT Infrastructure and Public Services program.
- ⇒ Speak before public groups on the plans, programs, and goals of the Virgin Islands Housing Finance Authority, CDBG-MIT Infrastructure and Public Services program.
- ⇒ Prepare operational reports, memorandums, policy recommendations, correspondence, and other documentation.
- ⇒ Works with Director of Mitigation to improve the efficiency of program administration.
- ⇒ Collaborate with the Director of Mitigation, Director of Communications and MIT Staff to advise and guide on Case Management and proper messaging on the available pathways for eligible applicants.
- ⇒ Assess program performance, and suggest appropriate changes to policies and procedures, as necessary, to maximize participation, efficiency, and productivity.
- ⇒ Assist with compilation of information and development of reports required for HUD reporting and other required reporting. Respond to monitor and audit findings are concerns.
- ⇒ Formulate all relevant metrics and reports to track appropriate milestones for the Infrastructure and Public Services programs and ensure that program milestones are maintained, and deadlines are met, all within budgetary guidelines and constraints.
- ⇒ Prepare and review KPI metrics and reports for Senior staff and HUD.
- ⇒ Provides responsive, high-quality service to grantees, developers, other CDBG-MIT staff, Territorial and Federal Officials, consultants, contractors and the general public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Urban Planning, Civil Engineering, Public Administration or related field.
- ⇒ **Experience:** 3+ years of in-depth experience working with CDBG/CDBG-DR/CDBG-MIT or related federal disaster recovery programs, specifically the implementation and project management of infrastructure projects. Solid knowledge of program management and project implementation of large infrastructure projects. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** A working knowledge of regulations governing the CDBG/CDBG-DR/CDBG-MIT Program; Previous grant administration experience; Previous managerial and supervisory experience; Demonstrated leadership including the ability to motivate staff; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment, and problem solve; Computer literate, including Microsoft Word, Excel, PowerPoint, and Outlook; Excellent verbal, interpersonal, and written communication skills; Ability to work in a fast-paced environment; Strong analytical, problem-solving, and decision-making capabilities; Valid Driver's License.

SALARY: \$90,000 - \$100,000 per annum depending upon qualifications. CDBG-MIT grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES: Interested applicants must submit an application, cover letter, and resume/vitae electronically at hr@vihfa.gov. Employment applications can be downloaded from our website at 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 the applicant providing proof of citizenship or legal authorization to work in the United States. Proof of citizenship is required upon employment offer.