



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

### **DISASTER RECOVERY RENTAL SPECIALIST**

The Rental Specialist for Disaster Recovery is responsible for daily monitoring and implementation of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Rental Program in accordance with established policies and procedures.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Review and evaluate landlord applications and make recommendations to Rental Rehabilitation & Reconstruction Manager regarding selection of activities to be funded.
- ⇒ Provide technical support to applicants, contractors, and vendors in various areas to include program regulations, program compliance, and administrative requirements.
- ⇒ Ensure the timely disbursements of program documents for all projects in the program.
- ⇒ Review monthly reports submitted by contractors.
- ⇒ Monitor CDBG-DR projects by employing methods such as site visits, 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.
- ⇒ Prepare monthly reports summarizing the status of on-going projects.
- ⇒ Communicate findings of site visits and monitoring reviews to the Rental Rehabilitation and Reconstruction Program Manager, prepare letters outlining the results of the monitoring reviews for signature.
- ⇒ Maintain a database by entering, verifying, and backing up data
- ⇒ Contribute to team efforts by accomplishing tasks as needed. Operate with little to no instruction; Make recommendations to improve processes; Identify program trends (financial and managerial)
- ⇒ Prepare project description summaries and provide other information as needed for applicant meetings and other meetings regarding the Rental Program.
- ⇒ 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 and housing.
- ⇒ Serve as primary liaison between the program, applicants, contractors and cognizant agencies.
- ⇒ Monitoring of projects during the affordability to ensure compliance. Assist in developing recapture plan for projects found to not be in compliance.
- ⇒ Coordinate between the Program and internal/external partners.

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

- ⇒ **Education:** Associates or Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, or related field preferred.
- ⇒ **Experience:** 1 - 2 years of previous experience working in CDBG, CDBG-DR or other federal funding sources, or disaster related housing services, a plus. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** General knowledge and understanding of CDBG, CDBG-DR preferred. General knowledge and understanding of CDBG, CDBG-DR preferred. Strong analytical, problem-solving and decision-making capabilities. Ability to establish and maintain effective working relationships in the course of performing your duties as Program Manager. Excellent verbal, interpersonal and written communication skills. Team player with the ability to work in a fast-paced environment. Proficiency in MS Office Applications (Word, PowerPoint, Excel, Outlook). Strong verbal, interpersonal and written communication skills. Superior interpersonal skills including courtesy, professionalism, empathy, and a cooperative attitude. Ability to respond effectively to sensitive inquiries or complaints. Ability to work with highly sensitive and confidential information. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to take initiative, work independently, and utilize creative skills to resolve issues. Ability to be flexible and work under pressure. Attention to detail. Valid Driver's License.

**SALARY: \$41,600 - \$56,160** 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 Stay 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, June 5, 2020;** 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*