



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

GIS ADMINISTRATOR

The Disaster Recovery GIS Administrator guides the formation of geographic information system (GIS) section of the Management Information System (MIS) Unit in the Community Development Block Grant Disaster Recovery (CDBG-DR) Program. Lead all aspects of spatial data collection, manipulated, created and designed to drive decision-making and clarification in support of the effective management of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Program.

ESSENTIAL FUNCTIONS:

- ⇒ The GIS Administrator role includes the development and design of database strategies, monitoring and improving database performance and capacity, and planning for future expansion requirements. Occasionally, it may also plan, co-ordinate and implement security measures to safeguard the database. The duties will also include disaster recovery, performance analysis and tuning, data dictionary maintenance, and database design.
- ⇒ This position supports the Geographic Information System (GIS) initiative through development maintenance, and integration of software, hardware, and related data systems. This position has responsibilities to coordinate regularly with geographically disperse staffs that are involved in GIS activities in (USVI Territory) including the IT professional and GIS end users. This position is intended to support a diverse range of technical needs of clients, develop and implement independent GIS applications consistent with client's GIS framework. Maintains the GIS data and users ensuring that the spatial data deliverables and analyses are accurate and timely.
- ⇒ Coordinates with IT and staff to configure and maintain intranet/internet web-based GIS applications. Design and develop tools for displaying or retrieving GIS information from relational databases using modern database utilities and develop strategies for-integrating GIS with other existing databases and applications. Develop automated programs to make routine database maintenance procedures more efficient. Configure and maintain intranet/internet web-based GIS applications. Organize, coordinate, maintain and upgrade system databases and software.
- ⇒ Leads the development, implementation, and maintenance of various databases making up GIS including client-side and server-based GIS applications. Participate in the design, development, and implementation of information databases that maintain and use relational database technologies to enhance access and responsiveness to client-side and server-based GIS applications. Ensure that data quality and information is consistently maintained and reliably accessible for departmental use. Perform data conversions across different software applications with Lt. Government Office.
- ⇒ Documents and maintains the client's metadata dictionary considering pre-existent geodatabase datasets. Documentation should adhere to pre-set standard processes. Provide the requirements for developing practices and procedures to make certain that quality assurance methodologies are in place ensuring data standard compliancy and consistency of main system and functional geospatial data.
- ⇒ Participates in the development and implementation of goals, objectives, policies, and priorities for the CDBG-DR Action Plan and any other Substantial/ non Substantial Amendments. Provide project management and support for ongoing CDBG-DR Projects such as GIS upgrades and VIHFA Asset Implementation.
- ⇒ Supports GIS servers and workstations by installing and troubleshooting ArcGIS software including the configuration of peripheral devices. Provide technical recommendations for computer hardware and GIS software purchases that include projected equipment and supply requirements. Respond to inquiries regarding GIS application from end-users, developers, contractors, or other customers.
- ⇒ Provides central coordination for the management of GIS activity with outside organizations and consultants regarding the CDBG-DR Program. Coordinates how to share, create and transfer data.
- ⇒ Evaluates the functionality of the system and keeps up to date with new technology. Ensures that methodologies and polices are consistent.
- ⇒ Consults with CDBG-DR Management Team to define project needs, purpose and data requirements. Coordinates the preparation of data for external and internal reporting and research needs.

⇒ Investigates GISE applications and equipment to improve project efficiency.

SECONDARY POSITION TASKS:

- ⇒ Manage a diverse GIS project portfolio, guiding project decisions regarding technical approach, cost implications, and project scheduling.
- ⇒ Engage in business development and take responsibility for project execution, and oversight of GIS team members, sub-contractors, and consultants to ensure the highest quality of work is provided to our clients
- ⇒ Experience managing staff in a team environment with an ability to oversee and manage complex projects
- ⇒ Show proven client management, organization, and communication skills required Configuration of hardware and software in conjunction with Territorial DBA administrator (LTO)
- ⇒ Data analysis (geometric networks, spatial statistics, etc.)
- ⇒ Make recommendations related to performance and efficiency of that data storage
- ⇒ Preliminary database design as needed
- ⇒ Responsible for the administration of existing databases and the analysis, design, and creation of new databases.
- ⇒ Prepares maps and reports and needed.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree in Geography, GIS, Computer Science, or related field.
- ⇒ **Experience:** Minimum of five years of experience as a geospatial professional, using the ESRI ArcGIS platform (preferably in support of Federal and Local Government Programs) preferred. An equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Knowledge of logical database design and modeling using Unified Modeling, ArcGIS Server, ArcSDE services, ArcGIS Portal, ArcGIS Online installation/configuration of ArcSDE services. Skilled in monitoring and administration tools. Skilled in designing and implementing large geospatial systems, working with enterprise architectures/solutions using, but not limited to, Environmental Systems Research institute (ESRI) products. Knowledge in scripting and programming for data management purposes for process development. Ability to create, test, deploy and validate software packages as needed. Knowledge of relational database systems and existing programs used for GIS and geo-database processing. Knowledge of GIS theory and practices, principles and practices of enterprise information technology systems and structures, geographic concepts of location, scale, resolution and generalization, administer system access and security to the GIS and related applications. Valid Virgin Islands Drivers License.

SALARY: \$62,400-\$76,960 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. 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 application package is Monday, August 31, 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