

Virgin Islands Housing Authority

St. Thomas
4402 Annas Retreat #200
St. Thomas, VI 00802-1737
Telephone: 340-777-8442
Fax: 340-775-0832
Email: excc@vihousing.org



St. Croix
RR 2 Box 9299
Kingshill, VI 00850-9719
St. Croix, VI 00851
Telephone: 340-778-8442
Fax: 340-773-3054

POSITION VACANCY ANNOUNCEMENT FOR: Director of Modernization and Development Vacancy # 2018 – 002

- **Salary:** \$63,783.79 - \$102,119.90 annually; Exempt - Grade EN-28
- **Department:** Modernization & Development - Territorial
- **Type of Appointment:** Full-Time, Monday - Friday, 8:00 a.m. - 5:00 p.m.
- **Closing Date:** Open Until Filled
- **Number of Position(s):** One (1)

GENERAL STATEMENT OF DUTIES:

Under the daily management of the Chief Operations Officer organize, manage and administer the Capital Fund Program for St. Thomas/St. John and St. Croix. Oversees the coordination and implementation of Capital Fund Program including budgeting; bidding, contract management and administration.


MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a recognized college or university in Engineering, Architecture, Construction Management or equivalent. **Experience:** 5-10 years of working experience in Construction Management or planning and development of complex programs, or an equivalent combination of experience and education. Direct HUD experience desirable. **Special Skills:** Ability to communicate effectively verbally and in writing. Creative thinking and imagination for problem solving; Basic understanding of construction and contracting; Must possess a valid Virgin Islands Driver's License, with good driving record.

Employment applications are available at www.vihousing.org, and at the Central Offices on St. Thomas and St. Croix. Interested candidates must submit an application to our Central Offices on either St. Thomas or St. Croix, or mail postmarked by the deadline date to: Virgin Islands Housing Authority; Attention: Human Resources Division, 4402 Annas Retreat #200, St. Thomas, VI 00802-1737. Selected candidates will be contacted.



Robert Graham, CPM
Executive Director



Date

