

Immediate Vacancy

PR/USVI HIDTA
Facilities Coordinator & Finance Assistant

St. Thomas Office
GS Level – 7
+ COLA



This position manages HIDTA facilities in the USVI, performs budgeting bookkeeping, and some administrative and secretarial support. Under the supervision of the Deputy Director, this position provides support to field units, uses some latitude in interpreting, explaining and applying routine policies, procedures and regulations supporting HIDTA, as well as federal and local law enforcement agencies. Employee also represents HIDTA at meetings involving administrative, leasing and/or maintenance issues.

DUTIES

- Prepare and maintain USVI HIDTA annual budget, using Excel software.
- Reconcile salary and fringe payments and provide cost of living (COLA) calculations for USVI HIDTA employees hired via the VI Government.
- Keep track of all expenditures, Purchase Orders & Blanket Purchase Agreements.
- Monitor daily transactions and enter data for all purchases and/or other requests for payments to be processed.
- Provide monthly status of all accounts, for all active budget years and when necessary, interim reports by fifth working day of each month.
- Provide recommendations to the Deputy Director on reprogramming of funds to avoid over expenditures or to meet emergency needs.
- Obtain estimates for goods and services for purchase or procurement.
- Prepare correspondence for the Deputy Director's signature on administrative issues.
- Prepare information Initiative Supervisors for annual Performance Briefings.
- Provide analysis for lease and contractual negotiations.
- Assist during facilities lease negotiations.
- Periodically review building operations to determine needed repairs or improvements.
- Coordinate building repairs and maintenance as needed.
- Supervise janitorial and facilities maintenance personnel to ensure quality of service is provided and maintained.
- Respond to "tenant" facilities, service, and supplies requests.
- Maintain a contact list of all businesses and persons responsible for repair and maintenance and initiate contact as needed.
- Write, perform and supervise Requests for Proposals (RFP) and bid process.
- Maintain all insurance policies.
- Complete other duties as may be assigned.

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REQUIREMENTS

Education and Experience

A Bachelor's Degree with experience in a related field (management/ administration/ real estate) or high school diploma and five years bookkeeping/secretarial experience. Prior experience directly related to the position which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the positions, specifically:

- Competency in Excel, Word, Outlook and Power Point.
- Ability to convert general assignments into specific results including independent development of techniques and procedures.
- Ability to communicate clearly and concisely; orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers and all persons with whom contact is established related to the job.
- Ability to prepare and administer complex reports on operations, budget estimates and inventories.

Supervisory Controls: This position has no supervisory authority.

Physical Demands: This position requires extensive time sitting at a computer workstation and may require lifting equipment to fifty pounds.

Work Environment: This position requires extensive coordination and consultation, both office and outdoor work. Some travel is required for this position.

NOTE:

- Individual must be able to pass federal and local background checks and have no criminal record or be known to associate with persons with criminal backgrounds.
- If selected, individual may be subject to periodic routine background checks; failing such a check may result in immediate termination
- The position is federally funded, and employment contracted and hosted through a Virgin Islands government agency and is renewed annually in December, dependent on performance.
- This position is subject to the availability of federal funds; however, it is not a federal position.
- The position is in the Exempt category, is Temporary, is not subject to union membership.

If interested, please submit resume and contact information to:

info@prvihidta.org