

Position Description
Disaster Program Project Specialist
US Virgin Islands Emergency Management Agency (VITEMA)

DEFINITION

Under general supervision from the Disaster Program Supervisor, monitors the recovery of public infrastructure funded by disaster programs. Performs a variety of duties, including the project monitoring and providing timely, informative customer service to disaster program sub-recipients.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Monitor progress of awarded projects through various means, including on-site inspections.
- Monitor disaster program database in an effort track progress of awards.
- Ensure that projects are completed according the approved Scope of Work.
- Determine the need for time extensions and ensure submittal by sub-recipient within the appropriate timelines.
- Ensure that sub-recipients submit required quarterly reports by the designated deadline and review reports for correctness and accuracy.
- Prepare consolidated reports which provide a snapshot of sub-recipient progress with awarded projects.
- Manage the flow of information through tracking, monitoring and reporting of programmatic activities.
- Coordinate meetings/conference calls with sub-recipients regarding program issues
- Provide sub-recipient with technical assistance on the disaster program, including clear, concise written analysis of programmatic issues which communicate facts and recommendations.
- Provide timely response to sub-recipient inquiries and requests.
- Provide supervisors with analysis and recommendations pertaining to programmatic issues.
- Draft correspondence to the sub-recipient and/or the grantor agency regarding various issues pertaining to assigned projects, including time extensions, changes in scope of work, and requests for additional funding.
- Familiarity with disaster program requirements and eligibility criteria.
- Any other duties assigned to support the division.

FACTOR 1: KNOWLEDGE REQUIRED FOR THE POSITION

Knowledge

- Knowledge of office methods, practices, routines, and equipment.
- Knowledge of or ability to acquire knowledge of USVI laws, rules, and regulations
- Knowledge of or ability to acquire knowledge of Federal program policy and guidelines

Skills

- Must have excellent interpersonal communication skills including professional and appropriate verbal communication.
- Must be deadline and detail-oriented.
- Must exhibit professional maturity when conducting all business for the agency.
- Must be skilled in computer applications to include Microsoft Word, Excel, internet, and e-mail.
- Must be skilled in general office equipment such as telephone, fax, printers, copiers, calculators, and computers.
- Must have excellent writing skills.
- Must possess basic mathematical skills.

Abilities

- Ability to acquire knowledge of and proficiency with regard to Title 44 of the Code of Federal Regulation.
- Ability to acquire knowledge of disaster program policy and guidelines.
- Ability to acquire knowledge of and proficiency with departmental rules, regulations, policies and procedures.
- Ability to acquire knowledge of all other division and department organization and programs.
- Ability to establish and maintain effective and cooperative working relationships with all levels of management and staff and outside agencies.
- Ability to apply sound judgment in the solution of programmatic issues.
- Ability to maintain confidential records and files.
- Must abide by strict ethical standards; integrity, objectivity and confidentiality are a must.
- Must be able to work independently and collaboratively.
- Must be able to effectively multi-task.

FACTOR 2: SUPERVISORY CONTROLS

This position reports directly to the Disaster Program Supervisor, who supervises all work products and activities.

Job performance will be reviewed annually/semi-annually by Disaster Program Supervisor using a performance appraisal process and forms in accordance with departmental standard operating procedures, regulations, and as detailed in the personnel handbook.

FACTOR 3: GUIDELINES

Work is performed in accordance with departmental operation policies, rules, regulations, standard operating procedures (SOPs), manuals, and laws of the *Code of the U.S. Virgin Islands Rules*.

FACTOR 4: COMPLEXITY

Duties of this position are repetitive and routine. The employee is expected to work independently. Should a difficult problem or situation develop, the work activity is referred to the higher-level supervisor for appropriate action.

FACTOR 5: SCOPE AND EFFECT

Responsible for various aspects of the disaster program.

Responsible for maintaining accurate and detailed reports on all aspects of assigned program duties and report data to management team as necessary.

FACTOR 6: PERSONAL CONTACTS

This position requires interaction and contact with employees of all levels within the agency, as well as outside agencies; utilizing telephone, Email, fax, and/or in-person contact.

FACTOR 7: PHYSICAL DEMANDS

Work involves a combination of sedentary to light work in an office setting and outdoor work which may require prolonged periods of standing and walking. Light lifting (up to 10 lbs.) may be required.

FACTOR 8: WORK ENVIRONMENT

Work is performed in an office setting and outdoors in occasionally disagreeable conditions.

The agency promotes a drug/alcohol-free environment.

MINIMUM QUALIFICATIONS

Two years of experience as Program Specialist, Project Monitor, Project Coordinator, or related position. Three to five years of customer service experience.

PREFERED QUALIFICATIONS

Bachelor's Degree **AND** two years of experience in emergency management, financial management, environmental analysis or planning, engineering, legislative affairs, urban planning and/or related field.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

Customer service experience is a plus.

REQUIREMENT

Must possess a valid drivers' license and have a good driving record.

NECESSARY SPECIAL QUALIFICATIONS

As this position is located in an emergency response agency, the candidate must be available during irregular hours and under less than desirable conditions in order to support VITEMA's mission during an emergency or disaster. This service may require work at locations other than the official duty station and may include duties other than those specified in the employee's official position description during emergencies or disasters.

In addition, this position will be required to work in excess of the eight (8) hour work day as mandated by fiscal month and year end deadlines instituted by central government operating entities (Department of Finance, Office of Management and Budget and Property and Procurement).

The candidate must successfully complete within one (1) year from the date of hire, the following training programs:

- ✓ ICS 100, 200, 300
- ✓ NIMS 700
- ✓ NIMS 800b

Date: _____

Director: _____

Approved