



ST. CROIX 116 King Street, Frederiksted, VI 00840
(340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
(340) 714-1700 FAX (340) 777-1103

PROGRAM AND GRANTS COMPLIANCE OFFICER I

JOB CLASSIFICATION	PROGRAM AND GRANTS COMPLIANCE OFFICER I
CLASSIFICATION	CLASSIFIED, UNION
SALARY	\$49,611.32 - \$51,615.62
DEPARTMENT	ENTERPRISE ZONE COMMISSION (ST. CROIX)
REPORTS TO	MANAGING DIRECTOR, ENTERPRISE ZONE
LAST UPDATED	OCTOBER 1, 2023

JOB DESCRIPTION SUMMARY

Under the direction of the Managing Director, Enterprise Zone Commission, this position provides assistance with the implementation and monitoring of federal and local grants, beneficiaries receiving EZC tax credits, tax exemptions, and trade zone benefits. Additionally, monitors community activities, and prepares quarterly and annual reports on the department's progress. This position is responsible for spearheading the monitoring of beneficiaries and activities regarding compliance of applicable laws and regulations on both St. Thomas and St. Croix. Also, provides education to beneficiaries on compliance requirements.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform project management of programs and community events as assigned, which involves the management of people, projects, and budgets.
- Establish and oversee administrative procedures to meet objectives set by boards of directors or senior management.
- Evaluate programs to ensure that they are of appropriate quality and that resources are used effectively.
- Keep, prepare and maintain records of assigned cases and reports.
- Provide direct service and support to stakeholders or clients to fulfill the mandate of the Enterprise Zone.
- Research and analyze member or community needs to recommend program directions and goals.
- Speaks to community groups to explain and interpret agency purposes, programs, and policies.
- Establishes and maintains relationships with other agencies and organizations in the community to meet community needs and to ensure that services are not duplicated.
- Answer applicants' questions about benefits and claim procedures.
- Prepare status reports on programs and conduct annual, interim, and special reviews to ensure conformance to program requirements.
- Collect and analyze data to ensure compliance with Title 29 Chapter 19 laws, regulations, and management policies.
- Report to management regarding the status of the beneficiaries' compliance.
- Assist in developing, implementing, , and documenting recordkeeping and compliance systems, making use of current computer technology.



ST. CROIX 116 King Street, Frederiksted, VI 00840
(340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
(340) 714-1700 FAX (340) 777-1103

- Prepare annual and quarterly reports, and statistics, graphs and charts for EZC annual report.
- Process invoices for payments.
- Monitor beneficiaries in the program, maintain records, conduct audits on all submitted documents, and prepare annual compliance reports for each entity.
- Cultivate and maintain good relationships and communication with beneficiaries and stakeholders.
- Collect and analyze data as necessary and reports on beneficiaries' commitments.
- Perform other duties as assigned.

COMPETENCIES

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.
- Confidentiality
- Writing.
- Self-Starter.
- Public Speaking and Presentation.
- Customer Service.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

This is not a sedentary role; some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

Travel is expected for this position and may account for approximately 25% of the work time.



ST. CROIX 116 King Street, Frederiksted, VI 00840
(340) 773-6499 FAX (340) 773-7701

ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802
(340) 714-1700 FAX (340) 777-1103

www.USVIEDA.org

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in Liberal Arts or related field.
- Five years of related experience.
- Proficient in Microsoft Application Suite: Word, Excel, Publisher, PowerPoint.
- Excellent written, oral, organizational & communication skills to include public speaking and presentation skills.
- Team leadership and team-building skills.
- Project Management skills.

PREFERRED EDUCATION AND EXPERIENCE

- Events Planning.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age (40 or older), disability, military service, genetic information (including family medical history), or political affiliation or other non-merit-based factors.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

To apply, submit the following:

- 1) Letter outlining your interest and qualifications for the job; and
- 2) Resume

To ensure full consideration, all required documentation must be received by 4:00 p.m. (AST) March 1, 2024. Send documentation via email (.pdf) to Human Resources at:

HR@usvieda.org

The position will remain open until filled. Submissions that do not include the requested documents will not be considered. USVIEDA will only contact applicants selected for interview. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.