

VACANCY NOTICE

POSITION TITLE: TERRITORIAL HAZARD MITIGATION OFFICER
DEPARTMENT: VITEMA– Virgin Islands Territorial Emergency Management Agency
DISTRICT: TERRITORIAL
SALARY RANGE: \$60,000
GRADE:
VACANT POSITIONS **1**
POSTING DATE: **MONDAY, August 26, 2013 – FRIDAY, September 6, 2013**

JOB DEFINITION

Under the supervision from the Director of VITEMA and/or the Assistant Director of VITEMA, the Territorial Hazard Mitigation Officer is responsible for the development and implementation of complex hazard and mitigation plans and projects for the Government of the Virgin Islands

The Territorial Hazard Mitigation Officer is responsible for grant writing and overall coordination necessary to gain funding for mitigation projects. Duties include but are not limited to developing and updating on a yearly basis, the Territorial Hazard and Flood Risk Mitigation Plans; assisting each local government entity in the creation of a local Flood Risk Mitigation Plan; planning and carrying out activities designed to reduce the risk of flood damage to structures covered under contracts for flood insurance; process an request advances of funds and reimbursement; monitor and evaluate the progress and completion of funded mitigation activities.

REQUIRED EDUCATIONAL EXPERIENCE

A Bachelor's Degree from an accredited college or university with specialization in engineering or architecture or a closely related area

AND

One year direct managerial or administrative experience with governmental hazard mitigation programs.

The position is a two year position based on availability of federal funds.

How to Apply

All interested candidates are required to submit a resume along with all documentation to support data on resume (diploma, certificates, references etc.) to Debra Henneman-Smith, Deputy Director Administration and Finance Division, 8221 Nisky, St. Thomas, VI 00802 or by email at debra.henneman-smith@vitema.vi.gov. Should you have any questions you may contact the Division at (340) 774-2244.

Debra Henneman-Smith
Deputy Director of Administration and Finance