



**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](http://www.USVIEDA.org)

## VACANCY ANNOUCEMENT (Revised)

### *ENTERPRISE ZONE SPECIALIST I*

|  |                                    |
|--|------------------------------------|
| <b>JOB CLASSIFICATION</b>  | ENTERPRISE ZONE SPECIALIST I       |
| <b>CLASSIFICATION</b>  | CLASSIFIED, UNION                  |
| <b>SALARY</b>  | \$46,763.70                        |
| <b>DEPARTMENT</b>  | ENTERPRISE ZONE COMMISSION (EZC)   |
| <b>DISTRICT</b>  | ST. CROIX                          |
| <b>REPORTS TO</b>  | MANAGING DIRECTOR, ENTERPRISE ZONE |
| <b>LAST UPDATED</b>  | DECEMBER 4, 2020                   |
| <b>JOB DESCRIPTION SUMMARY</b>   |                                    |
| <p>Under the direct supervision of the Managing Director, Enterprise Zone, this position attracts businesses within the Enterprise Zones (“Zones”) to become beneficiaries of the tax credit and exemption program. Additionally, the position collaborates with government and community organizations, which includes non-profit and property owners with the Enterprise Zones to improve the socioeconomic status of neighborhoods. The position also creates and monitors programs; assesses the needs of the Zones; and develops appropriate programs.</p>  |                                    |
| <b>ESSENTIAL FUNCTIONS</b>   |                                    |
| <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:</p> <ul style="list-style-type: none"> <li>• Survey each plot within the zone;</li> <li>• Create and maintain a database with profile of ownership, condition of the property and potential uses of every plot within the zone;</li> <li>• Work with stakeholders to identify specific types of businesses to locate in the Zones and actively seek to fulfill that request, acting as tour guide in the Zone;</li> <li>• Identify specific needs, levels of urgency, potential resolutions for the Zone and communicate the issues to the Managing Director;</li> <li>• Oversee construction projects;</li> <li>• Implement projects consistent with the respective community plans;</li> <li>• Keeps statistical data specific to the benchmarked economic indicators;</li> <li>• Assist with EZC and stakeholder-sponsored activities within the Zones; and</li> <li>• Other duties and responsibilities as assigned.</li> </ul> |                                    |
| <b>COMPETENCIES</b>  |                                    |
| <ul style="list-style-type: none"> <li>• Personal Effectiveness/Credibility</li> <li>• Thoroughness</li> <li>• Collaboration Skills</li> <li>• Communication Proficiency</li> <li>• Flexibility</li> </ul>   |                                    |



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### **SUPERVISORY RESPONSIBILITY**

This position has supervisory responsibilities to the following:

- Interns/Temporary employees/students

### **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. On occasion, there may be fumes, odors, dust, extreme temperature, intense noise and other environmental components such as disruptive people.

### **PHYSICAL DEMANDS**

This is not a sedentary role; some standing, walking, pushing, pulling, stooping, crouching, kneeling, climbing, lifting, typing, talking, grasping, 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. Normal 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 25-50% of work time.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in Business Administration, economics, construction management, marketing or accounting and a minimum of two years' relevant work experience; or at least 2 years' similar education and a minimum of 4 years of satisfactory prior work or military experience in related field(s).

### **PREFERRED KNOWLEDGE, SKILLS & ABILITIES**

- Proficient in Microsoft Application Suite: Word, Excel, Publisher, PowerPoint
- Excellent written, oral, organizational and communication skills
- Knowledge of regulatory compliance procedures and policies
- Knowledge of Enterprise Zone Commission and Virgin Islands Law
- Excellent Business Administration and Management skills
- Team leadership skills
- Supervisory skills
- Event planning skills
- Grant management skills
- Project management skills



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- Ability to multi-task

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

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

It is the policy of Virgin Islands Economic Development Authority (“USVIEDA”) not to discriminate against any employee or any applicant for employment on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

#### Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required of an employee performing this job. Duties, responsibilities and activities may change at any time, with or without notice.

#### How to Apply

To apply, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses of three (3) professional references. To ensure full consideration, all required documentation must be received by 4:00 p.m. (AST) on Monday, December 14, 2020. Send documentation via email (.pdf) to Human Resources at the following email:

[HR@usvieda.org](mailto:HR@usvieda.org)

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