



JOB TITLE: Enterprise Zone Specialist I

VACANCY ANNOUNCEMENT

Classification

Union

Salary Range: \$46,763.70

Status: Full-time

Department

Enterprise & Commercial Zone Commission
(STT & STX)

Location: St. Croix

Reports to

Managing Director, Enterprise Zone

Date

July 2019

JOB DESCRIPTION

Summary

Under the direct supervision of the Managing Director, Enterprise Zone, this position attracts businesses within the Zone 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 social and economic statuses of neighborhoods. It is also creates and monitors programs; assesses the needs of the Zones and develops appropriate programs.

Essential Functions

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

- Survey each plot within the zone.
- Create and maintain a data base with profile of the ownership, condition of the property and potential uses of every plot within the zone.
- Work with the Stakeholders to identify specific types of businesses to locate In the Zone and actively seek to fulfil that request, acting as tour guide In the Zone.

- Identify specific needs, level of urgency, potential resolutions for the Zone and communicate the Issues to the Director
- Oversee construction projects
- Implement projects of the community plans.
- Keeps statistical data on Enterprise Zone specific to the benchmarked economic indicators.
- Assist in Enterprise Zone & stakeholder sponsored activities within the zones.
- Other duties and responsibilities as assigned ...

Competencies

- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

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. 25% of the time there is fumes, odors, dust, extreme temperature, intense noise and other environmental components such as disruptive people.

Physical Demands

This is not a sedentary role; however, some standing, walking, pushing, pulling, stooping, crouching, kneeling, climbing, seeing, hearing, talking, grasping, fingering, feeling, reaching, lifting 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% -to 50% of the work time.

Required Education and Experience

- Bachelor's degree in Business Administration, economics, construction management, marketing or accounting; and
- Must have at least 2 years direct interaction with businesses In the Virgin Islands.
- Proficient in Microsoft Application Suite: Word, Excel, Publisher, PowerPoint.
- Excellent written, oral, organizational & communication skills.
- Knowledge of regulatory compliance procedures and policies.
- Knowledge of Enterprise Zone and Virgin Islands Law.
- Excellent Business Administration and Management skills.
- Team leadership skills.
- Supervisory skills.

Preferred Education and Experience

- Events planning skills.
- Grant management skills.
- Project management skills.
- Talent leadership skills.
- Ability to multi-task.

Additional Eligibility Qualifications

None

Affirmative Action Plan (AAP)/Equal Employment Opportunity (EEO) Statement

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

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, send a letter outlining your interest and qualifications. Include your resume, along with the names, telephone numbers and email addresses for three (3) professional references. To ensure full consideration, all required documentation must be received by **4:00 p.m. (AST)** on **Tuesday, August 6, 2019**. Send documentation via email (.pdf or MS Word) to Human Resources at the following email:

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 interviews. Any applicant who needs a reasonable accommodation shall advise the Human Resources department at the email above.
