



PUBLIC NOTICE

Program – CDBG-DR

Title – Contract Specialist

PRDOH – Asesor Legal

Area - Legal Division

Required Skills and Qualifications:

- Admitted by the supreme court of Puerto to exercise the lawyer profession.
- 1-year experience as a lawyer.
- Knowledge in State and Federal Laws
- Ability to analyze, interpret and apply state and federal laws, regulations and procedures that apply to government contracts.
- Represents and advises the Department of Housing with the CDBG-DR Program in legal affairs.
- Ability to organize and present legal data and material that apply to the CDBG-DR Program contracts.
- Makes judicial appearances and other judicial and administrative forums to defend the interests and rights of the Department in litigation issues, cases, formal procedures and other legal affairs related to the CDBG-DR Program and contracting procedures.
- Revises contracts, regulations, legislation and other documents related with the CDBG-DR contracting procedure and issues legal opinions.

Reports to – Contract Deputy Director Administration

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.