



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Document Management Specialist

**PRDOH** – Especialista en Control de Documentos

**Area** – Operations Division

**Required Skills and Qualifications:**

- Bachelor Degree in Communications.
- 1-year experience in Professional office or administrative field that includes filing and documents control.
- Bilingual in Spanish and English.
- Skills that consist in the administration and control of the procedures related with the information belonging to the CDBG-DR Program.
- Assures that the retention and filing of the reports, forms and other documents related to CDBG-DR Program are carried out in accordance with the guides established by the Department of Housing and Urban Development and other Federal Regulations.
- Receives, Verifies, Controls and Processes the Documents, Forms and Correspondence related to the CDBG-DR Program.
- Establishes and maintains registers, controls and files up to date by the use of computerized information systems.
- Redacts communications and reports related with the position.

**Reports to** – Director of Operations

Interested candidates please send the resume to the following email address: [infocdbg@vivienda.pr.gov](mailto: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.