



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Information Technology Specialist

**PRDOH** – Especialista en Sistemas de Información

**Area** – Operations Division

**Required Skills and Qualifications:**

- Bachelor Degree in computer Information Systems or Computer Science.
- 3-year experience in Professional field related to system information and analysis programming.
- Bilingual in Spanish and English.
- Skills that consist in the analysis, operation, development and implementation of the electronic information for the CDBG-DR Program.
- Analyzes and evaluates the program related to the electronic information systems and procedures and submits recommendations of modifications of the operational functions of the CDBG-DR Program.
- Responsible for the system security and for the access of different computer areas and maintains the changes and authorization registers.
- Responsible for the custody, safekeeping, management and effective use of the computers, peripheral equipment, programs, materials; assigned to the program and prepares the corresponding inventory.
- Provides technical support to users in the installation, repair, configuration, programming and maintenance of the computerized system of the CDBG-DR Program.

**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.