



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Section 3 and Fair Housing Policy Specialist

**PRDOH** – Coordinador (a) de Cumplimiento de Sección 3

**Area** - Legal Division

**Required Skills and Qualifications:**

- Bachelor Degree from an accredited and/or licensed Educational institution.
- 3-year professional experience with analysis, development and or application of the regulations that govern public housing programs that include section 3.
- Bilingual English/Spanish.
- Professional skills that consist in the planning, coordination, direction, and supervision of the activities related to complying with the requirements of section 3 of the CDBG-DR Program.
- Develops and maintains up to date the policies and procedures related with section 3 and for the adequate and accurate performance of the CDBG-DR Program.
- Assures that the rules and procedures established for Section 3 are taking place according to required regulations.
- Analyzes, interprets and evaluates statistic and information for the preparation of reports related to section three and others that are required.
- Studies, interprets and applies state and federal laws, regulations and procedures related with the activities assigned and presents recommendations.
- Develops and implements guides, procedures, and controls for the purpose that the work performed is according to federal laws, regulations and rules established.

**Reports to** – Regulations and Compliance Deputy Director

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.