



PUBLIC NOTICE

Program – CDBG-DR

Title – Reporting Specialist

PRDOH – Oficial de Radicación de Informes

Area – Operations Division

Required Skills and Qualifications:

- Bachelor Degree from accredited and/or licensed Educational institution
- 3-year experience in Professional field related to administrative or executive that includes recompilation and analysis of information for the submittal of reports.
- Responsible for investigating, coordinating and developing answers and adequate mechanisms for the submittal of reports and distribution of information that belongs to the CDBG-DR Program.
- Assures that reports, forms, and other documentation comply with the guidelines established by the Department of Housing and Urban Development and other Federal regulations.
- Coordinates and Compiles the information needed as response to federal monitoring and audits.
- Develops adequate mechanisms for the compilation of information used in reports.
- Keeps track of the status of projects related to the CDBG-DR Program.
- Distributes periodic reports about projects based in the information provided through the information systems.

Reports to – Operations Director.

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.