



## PUBLIC NOTICE

**Program** – CDBG-DR

**Title** – Policy and Procedures Manager

**PRDOH** – Gerente de Políticas y Procedimientos

**Area** – Legal Division

**Required Skills and Qualifications:**

- Allowed by the Supreme Court of Puerto Rico to practice law.
- 3-year experience as a lawyer.
- Bilingual English/Spanish.
- Plans, coordinates, directs, and supervises duties related to the development and implementation of policies and procedures applicable to the CDBG-DR Program.
- Develops and updates policies and procedures for the adequate performance of all the projects that make up the CDBG-DR Program.
- Develops and implements procedures to avoid duplication of benefits.
- Develops adequate procedures to improve the effectiveness of the CDBG-DR Program.
- Monitors and assures that the rules, procedures established and work conducted complies with required regulations.
- Analyses, interprets, and evaluates statistical data and information for the preparation of reports and work plans.
- Advises and guides the personnel on issues concerning the policies and procedures of the CDBG-DR Program.
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**Reports to** – Deputy Director of Regulations and Compliance

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.