

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Contract Specialist

LOCATION: St. Thomas/St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Starting Salary: \$45,000.00

Union: Exempt

DESCRIPTION

This is professional work that involves the monitoring and/ or managing of the policies and procedures as it pertains to the procurement of supplies, equipment and services. Under the direction of the Director of Property and Procurement, the Contract Specialist would assist in the development and management of contract files, development of request for proposals, monitoring vendor performance, terminations and close outs and other duties as it relates to the Virgin Islands Department of Education's procurement contractual needs.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Monitors and evaluates for Department's local and federal compliance with approved program activities;
- Assists with planning and developing operating procedures and policies which support the goals and objectives of the division;
- Disseminates information on federal mandates, regulations and guidelines;
- Compiles statistical data to support all activities and to calculate program effectiveness;
- Monitors all phases of activities to ensure compliance with federal and local laws;
- Conducts research and prepares reports;
- Communicates on behalf of program with relevant stakeholders;
- Provides informal and formal training related to special education;
- Examines and verifies correctness of or establishes authenticity of records;

- Keeps immediate supervisor informed;
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents.
- Excellent organizational and analytical skills;
- Proficient in Microsoft suit, access and excel programs;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to establish and maintain effective working relationships and facilitate meetings;
- Strong written, oral and interpersonal skills;
- High level of critical and reasoning skills;
- Ability to work independently with little or no supervision;
- Ability to exercise sound independent judgment in carrying out functions of the position;
- Ability to develop, update and/or edit policy and procedures;
- Ability to consistently complete assigned task in a timely manner;
- Ability to write reports detailing daily, weekly and monthly activities;
- Ability to document meeting minutes.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business or other related field with a two (2) years or more progressive relevant experience in procurement, research, statistical analysis or technical writing or (5) years experience as a paralegal or procurement related experience.

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
