



# Department of Property & Procurement

## Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820  
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HTTP://DPP.VI.GOV



### NOTICE OF VACANCY

**POSITION TITLE:** DIRECTOR OF ASSET MANAGEMENT  
**LOCATION:** PROPERTY & PROCUREMENT  
**SALARY RANGE:** \$80,000                      **GRADE:** EXEMPT  
**POSTING DATE:** DECEMBER 17, 2019 – DECEMBER 31, 2019

### BRIEF JOB DESCRIPTION

THIS IS PROFESSIONAL WORK THAT REQUIRES THE ABILITY TO DEVELOP AND IMPLEMENT POLICIES AND PROCEDURES IN SUPPORT OF THE DIVISION'S OBJECTIVES IN ACCORDANCE WITH BOTH LOCAL AND FEDERAL REPORTING STANDARDS. SUPERVISION FOR THIS POSITION IS RECEIVED FROM THE COMMISSIONER. WORK IN THIS CLASS INVOLVES MAJOR RESPONSIBILITY FOR THE RECORDING AND ANALYZING OF ALL FIXED ASSETS AND CAPITAL AND INTANGIBLE ASSETS. EMPLOYEE EXERCISES CONSIDERABLE INDEPENDENT JUDGMENT IN DEVISING IMPROVED PROCEDURES, INTERPRETING EXISTING RULES AND IN FORMULATING RECOMMENDATIONS TO SUPERIORS. THE EMPLOYEE MUST BE ABLE TO MAINTAIN HIGH LEVELS OF CONCENTRATION, PATIENCE AND FLEXIBILITY ESPECIALLY IN UNEXPECTED SITUATIONS. THIS EMPLOYEE IS GIVEN CONSIDERABLE LATITUDE IN EXERCISING PROFESSIONAL SKILLS AND INDEPENDENT JUDGMENT IN THE PERFORMANCE OF WORK.

### REQUIRES EDUCATION AND/OR EXPERIENCE

BACHELOR'S DEGREE IN BUSINESS, ACCOUNTING, FINANCE OR A RELATED FIELD OR FOUR (4) YEARS OF PROGRESSIVELY STRONG EXPERIENCE WORKING IN THE FIELD OF LOGISTICS OR ASSETS TRACKING AND ACCOUNTABILITY RELATED WORK; OR  
MASTER'S DEGREE IN BUSINESS, ACCOUNTING, FINANCE OR A RELATED FIELD OR TWO (2) YEARS OF PROGRESSIVELY STRONG EXPERIENCE WORKING IN THE FIELD OF LOGISTICS OR ASSETS TRACKING AND ACCOUNTABILITY RELATED WORK.

### HOW TO APPLY

PLEASE APPLY THROUGH THE EMPLOYMENT APPLICATION FOUND ON THE DIVISION OF PERSONNEL'S WEBSITE, [WWW.DOPUSVI.ORG](http://WWW.DOPUSVI.ORG).

*THE DEPARTMENT OF PROPERTY AND PROCUREMENT IS AN EQUAL OPPORTUNITY EMPLOYER.*

**Anthony D. Thomas, Commissioner**  
**Department of Property and Procurement**