



GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES

PUBLIC EMPLOYEES RELATIONS BOARD

P. O. BOX 25435, GALLOWS BAY, ST. CROIX, USVI 00824-1435
340-773-5580 (STX) 340-773-4780 (STX FAX) 340-775-4190 (STT) 340-714-7044 (STT FAX)

VACANCY ANNOUNCEMENT EXECUTIVE DIRECTOR TO THE PERB

Salary Range: \$90,000.00 to 95,000.00 Annually

DESCRIPTION:

The purpose of the Executive Director (ED) position to the Public Employees Relations Board (PERB) is to lead the agency in all aspects of the agency's administration and operations; to articulate its mission, vision, and performance goals; to empower and hold accountable its employees in their work; and to strive for excellence.

The Executive Director is appointed by the Board pursuant to Title 24 of the Virgin Islands Code, subsection 364. The ED acts under the direct supervision of the Chairman to the Board. The ED also holds the position of Secretary to the Board and prepares the minutes of the Board Meetings. The ED reports to the Board on/in all matters related to the PERB's operations and advises them in advance in/on all matters relating to the agency's function, executes policies and procedures established by the Board, and has overall responsibility for the strategic, programmatic, financial, and general operational management of the agency.

MINIMUM QUALIFICATIONS:

- **Education and experience:** Master's Degrees from an accredited college or university in Business Administration, Accounting, Finance, Public Administration, Management, Human Resources/Relations, or a closely related field; and a minimum of five (5) years of senior level supervisory experience within related Government of the U.S. Virgin Islands departments or agencies, or similar for-profit or not-for-profit organizations.

OR

- Bachelor of Art Degree from an accredited college or university in Business Administration, Accounting, Finance, Human Relations, Management or closely related field and a minimum of ten (10) years of senior level supervisory experience within related Government of the U.S. Virgin Islands departments or agencies or similar for-profit or not-for-profit organizations.

The applicant must have general knowledge of financial management, accounting and auditing principles, labor relations, and the Microsoft Office 365 Applications to include Microsoft Word, Excel, Power Point, Publisher, Outlook and Teams. The applicant must have strong analytical, problem-solving, decision-making capabilities and organizational skills. The applicant must

have excellent written and oral communication skills, with the ability to articulate a wide range of information and views, both general and technical, to a wide variety of audiences.

APPLICATION INSTRUCTIONS: Interested applicants must submit a cover letter, resume and three (3) current professional letters of recommendation by **Monday, March 20, 2023**, to **Mrs. Esther Felix Donnelly, Fiscal & HR Manager** via email at edonelly@viperb.org.

The Virgin Islands Public Employees Relations Board is an Equal Opportunity Employer.