

HEADQUARTERS VIRGIN ISLANDS NATIONAL GUARD

**4031 LA GRANDE PRINCESSE
LOT 1B
CHRISTIANSTED, VIRGIN ISLANDS 00820-4353**

VACANCY NOTICE

POSITION TITLE: Installation Status Report (ISR) MANAGER (Exempt Position)

LOCATION: JFHQ-VING – St. Croix, VI

SALARY RANGE: \$40,000 - \$45,000

POSTING DATE: Monday July 5, 2009 to Wednesday July 15, 2009

JOB DEFINITION:

Responsible for managing the Virgin Islands National Guard (VING) ISR program to include ISR Infrastructure, ISR-Services, Services Cost data and ISR Natural Infrastructure on a full time dedicated basis. The functions of the position are to improve VING data collection and reporting within ISR modules to NGB, Headquarters, Department of the Army (HQDA), and Department of Defense (DoD). Support will be provided to each office/ section/ directorate in VING with system management of the ISR program. Supervises and/or assists efforts at Army National Guard (ARNG) Training sites to conduct facility Infrastructure inspections and to report services performance data, pacing measures, fulltime equivalents (FTEs), and resources.

REQUIRED EDUCATION/ EXPERIENCE:

Bachelor Degree is desired. Possess a broad understanding of the Virgin Islands National Guard. Individual can be currently or was previously a member of the Army or Air National Guard and is within good standing. Has had direct experience with the ISR system and is highly proficient in personal computer skills and the MS Office suite of programs. Individual should also have a working knowledge of the basic Army financial accounting principles and basic labor management; Along with having knowledge of facilities information, environmental management, fiscal and business processes and familiar with continuous improvement programs.

HOW TO APPLY:

Please submit resume and or application for employment to The Construction and Facility Management Office Joint Forces Headquarters, see address above. You may contact 1LT Nichole M. Payne at 340-712-7759 or 340-718-2176 if you have any further questions.