


Powered by [Email Friend](#) [print page](#)**DEVELOPMENT OFFICER II Housing Development
(076154)****Energy Programs Quality Assurance Officer****Recruitment #15-004381-0003****DATE OPENED** 7/15/2015 2:25:00 PM**FILING DEADLINE** 7/31/2015 11:59:00 PM**SALARY** \$41,358 - \$59,861/year (Grade
15/base-step 9)**EMPLOYMENT TYPE** Full-Time**HR ANALYST** Alicia Townsend**WORK LOCATION** Prince George's**Introduction**

Work that Matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing and development of affordable housing and community development lending. We are good but strive to be great. To make this happen our team needs members that will challenge the status quo, effectively communicate ideas and issues, independently bring forth practical and efficient solutions, believe change is good and want to come to work knowing that what they do makes a difference in their neighborhood.

GRADE

15

DBM Salary guidelines apply for current State employees.

LOCATION OF POSITION

7800 Harkins Rd Lanham, MD 20706

DHCD's Headquarters Office is located in Prince George's County at the New Carrollton Metro stop.

POSITION DUTIES

DHCD's Housing and Building Energy Programs unit administers programs that assist low- to moderate-income households with energy efficiency improvements to their homes that save energy and improve air quality and comfort. The main purpose of this position is to provide technical support and assistance to the Housing and Building Energy Programs which currently includes the Weatherization Assistance Program (WAP) and network of local agencies, EmPOWER MD Low Income Energy Efficiency Program (LIEEP) and the Be SMART/Better Buildings Program. The individual will also conduct lead paint and rehabilitation program inspections as needed. Satisfactory performance of the duties required by this position meet the Department's goals by furthering Maryland's energy goals and improving the efficiency of homes, businesses and multifamily buildings; and preserving affordable housing through improved efficiency, and thereby improving the quality of housing for low and moderate-income Maryland households.

MINIMUM QUALIFICATIONS

Minimum qualifications are REQUIRED

Education: A High School Diploma or equivalency certificate.

Experience: Three years experience in residential or commercial construction, weatherization, real estate development, governmental housing or infrastructure development.

Notes:

1. Certification from the Building Performance Institute (BPI or QCI certification) will substitute for up to one year of the required experience.

2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in the Business and Industry job family or Business and Industry job codes in the on a year-for-year basis for the required education and experience.

DESIRED OR PREFERRED QUALIFICATIONS

Possesses current BPI certification

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum and selective qualifications for this recruitment. Please provide transcripts, certifications or diplomas to document educational or certification qualifications. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position

BARGAINING UNIT STATUS

The incumbent in this position is a member of a covered bargaining unit and will be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

BENEFITS

STATE OF MARYLAND BENEFITS

FURTHER INSTRUCTIONS

Online applications are **STRONGLY** preferred. However, if you wish to submit a paper application or are unable to upload your transcripts into the system, please send via fax or mail. Please do not put "See Resume" in the job duties section of your application; your application will not be considered. If you have questions about this recruitment, please email Ohr.dhcd@maryland.gov. All application materials must be received in our office by the closing date. The address is: Department of Housing & Community Development Human Resources, Office of 7800 Harkins Road Lanham, MD 20706. Please include a cover memo with the following information:

Attn: Alicia Townsend, Recruitment Manager

Your First and Last name

Last 4 of SS#

Recruitment #

Classification (Job Title) of Recruitment

Email to:

Alicia Townsend, Recruitment Manager at Ohr.dhcd@maryland.gov.

We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

300-301 West Preston Street, Baltimore, MD 21201

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