

ADMINISTRATIVE OFFICER III [C01022]



This is a contractual position with limited State of Maryland benefits

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks a positive individual experienced with financial management in the public sector who will verify, track, process, reconcile, analyze and report financial information for grant, loan and tax credit programs.

GRADE

15

LOCATION OF POSITION

Lanham, Maryland with occasional travel to DHCD's satellite office in Baltimore, Maryland.

A combination of "hybrid" in-person work and telework may be available.

POSITION DUTIES

The Division of Neighborhood Revitalization's Grants Manager will manage, coordinate, and document financial details and provide fiscal analysis and reporting for the Division's general, special and federal funded grant programs totaling approximately \$77 million annually.

The selected individual will be a highly organized, customer oriented, self-motivated team player with a professional demeanor, great interpersonal skills and proficiency with the Microsoft Office Suite of

software applications. Applicants will be required to demonstrate competence with Microsoft Excel. Ability to work with automated data systems is also required.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three years of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year up to two years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from a college or university for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included the regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

Experience with grants accounting within government

Experience with the grants management life-cycle

Ability to analyze financial information and express analysis as written and oral communication

Knowledge of Maryland State accounting systems such as R*STARS and FMIS

One year of work experience with processing, tracking, and maintaining financial records

Experience preparing financial reports

Experience verifying and reconciling financial data

One year of experience working with Microsoft Office Suite products, specifically Microsoft Excel

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 qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. 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 placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. Successful candidates must document eligibility to work in the U.S. upon hire.

Please note: The Maryland Department of Housing and Community Development is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

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. Selected candidates will be subject to a Microsoft Excel Examination.

BENEFITS

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Leave may be granted to a temporary/contractual employee who has worked 106 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

FURTHER INSTRUCTIONS

Online applications are STRONGLY preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

Drew Holcombe

Department of Housing and Community Development

Office of Human Resources
7800 Harkins Road, Lanham, MD 20706

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to drew.holcombe@maryland.gov

Please include the following information in the body of the email:

- Attn: Drew Holcombe, Employee Relations and HR Generalist Manager
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application.


For questions concerning these positions, please call 301-429-7546.

TTY Users: call via Maryland Relay.

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.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	<p style="text-align: center;">Apply Online </p>
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .
Apply via Paper Application.	You may also download and complete the Paper Application here .