



## HCD COMMUNITY PROGRAM ADMINISTRATOR I

This is a contractual position with limited State of Maryland benefits

Work that matters. The Maryland Department of Housing & Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks a positive individual with knowledge of trends in areas related to the delivery of services to low and moderate income populations seeking to move to self-sufficiency and to homeless and potentially homeless populations.

### GRADE

17

### LOCATION OF POSITION

7800 Harkins Road Lanham, MD with occasional travel to DHCD's satellite office in Baltimore City.

The Department of Housing and Community Development Headquarters is located in Prince George's County across from the New Carrollton Metro stop

### POSITION DUTIES

This Project Manager position will administer Division of Neighborhood Revitalization Federal and State grants to local governments and nonprofit organizations with a primary focus on addressing poverty, homelessness, or serving low-income individuals and families through the Community Services Block Grant (CSBG) and other programs. The position supports grantees through capacity building, identifies technical assistance opportunities, and ensures compliance with Departmental standards, as well as federal and state regulatory and statutory requirements. This position also reviews applications for project funding, approves disbursement requests against project terms and funding guidelines, and assists with the preparation of grant documents.

Please note: this is a non-competitive position, as it is a short-term contract, expected to last 4-5 years, contingent upon funding and satisfactory employee performance.

Special Note: Applicants may be contacted for other opportunities within DHCD.

### MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of administrative or professional experience to include one year of financing experience or providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

Notes:

1. Candidates may substitute additional administrative or professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience and education.

## DESIRED OR PREFERRED QUALIFICATIONS

- Experience with nonprofit organizations, foundations, or government program administration.
- Experience administering federal grant programs for a nonprofit or government agency.
- Knowledge of and experience with issues relating to addressing poverty, homelessness, or serving low-income individuals and families.
- Working knowledge of and experience with nonprofit organizations, foundations or government program administration is highly desirable.
- Experience in analyzing data elements and outcomes that can be used to increase the capacity of a program or agency.
- Experience with creating or reviewing budgets and financial statements

## 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.

## 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

**Apply online here:** <https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=22&R2=001206&R3=0005>  
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](mailto:Drew.Holcombe@maryland.gov). Please include the following information in the body of the email:

- Attn: Drew Holcombe, HR Generalist
- 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.