

# HCD COMMUNITY PROGRAM ADMINISTRATOR II [C22107]

## Program Officer

Recruitment #22-001207-0007

DEPARTMENT	DHCD - Div of Neighborhood Revitalization
DATE OPENED	10/21/2022 4:11:00 PM
FILING DEADLINE	11/4/2022 11:59:00 PM
SALARY	\$29.35 - \$36.80/hourly (Grade 18/Step 1 - Step 9, with promotional growth to \$47.24)
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Drew Holcombe
WORK LOCATION	Baltimore City

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## Introduction

### **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 highly organized, customer-oriented, self-motivated, team player, experienced with community development, community planning, financial management and grant and loan administration. DHCD has an immediate opening for a Program Officer in its Division of Neighborhood Revitalization to help support State Revitalization Programs.

## GRADE

18

## LOCATION OF POSITION

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

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

## POSITION DUTIES

This Project Manager position will support state revitalization programs, primarily managing a portfolio of state funded community development projects awarded to local governments and nonprofit organizations. Responsibilities include administering grants, loans, and other services provided to local governments and nonprofit organizations from application to award and monitoring, approval of disbursement requests against project terms and funding guidelines, and assisting with the preparation of grant and loan documents. Serves as lead for a team of project managers responsible for a portfolio of projects. The incumbent provides leadership in partnership development, the provision of technical assistance to stakeholders, community leaders, government officials and interagency partners seeking to revitalize communities.

## MINIMUM QUALIFICATIONS

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

Experience: Five years of administrative or professional experience to include two years 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 grant administration with government and/or nonprofit organizations

Experience in the area of community development and/or community planning.

## 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

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, 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:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	
<p><b>View and print the Supplemental Questionnaire.</b></p>	<p><b>This recruitment requires completion of a supplemental questionnaire. You may view and print the <a href="#">supplemental questionnaire here</a>.</b></p>
<p><b>Apply via Paper Application.</b></p>	<p><b>You may also download and complete the <a href="#">Paper Application here</a>.</b></p>