



**PRINCE GEORGE'S COUNTY
GOVERNMENT**

Office of Human Resources Management
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<http://www.princegeorgescountymd.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
COMMUNITY SERVICES MANAGER (Chief Real Estate Officer) -**

An Equal Opportunity Employer

SALARY

\$81,109.00 - \$157,805.00 Annually

OPENING DATE: 08/20/21

CLOSING DATE: 09/03/21

THE POSITION

We Invite You To Join Our Team!
Bilingual applicants are encouraged to apply

The Prince George's County Department of Housing and Community Development is seeking highly qualified individuals to fill a Community Services Manager (Chief Real Estate Officer) position, grade G-31, vacancy.

About the Position:

This is a highly responsible professional managerial and administrative position, whereby the incumbent will be responsible for planning, developing, and managing the Housing Authority of Prince George's County (HAPGC) community revitalization and development programs and the redevelopment of the HA real estate portfolio. Work is reviewed through conference, reports, and observations based on completion for soundness, appropriateness, and conformity to policy and requirements, and the methodology used to achieve the end results.

EXAMPLES OF WORK

What you'll do:

- Directs the repositioning of HA redevelopment activities through the utilization of HUD programs; real estate acquisition; demolition and disposition; real estate marketing and sales; and residential and commercial development.
- Develops non-profit, public, and private sector partnerships to create innovative mixed finances projects, affordable housing programs, and economic self-sufficiency and homeownership opportunities for low-income citizens.

- Provides considerable initiative and independence in formulating and administering policies and procedures.
- Establishes and serves as the agency liaison with County administration, HUD representatives, County planning and development review, and economic community development.
- Initiates, designs, and implements development plans.
- Reviews and evaluates projects to determine the status and makes decisions regarding project completion.
- Manages the formulation and implementation of operational objectives and strategies for real estate and community development.
- Develops and monitors department budget.
- Reviews and evaluates programs and projects to ensure operational, regulatory, and financial expectations are met.
- Serves as a member of external and internal committees, commissions, and task forces.
- Plans, directs, and evaluates the work of assigned employees, professionals, and supervisors engaged in a variety of assignments related to program operations.
- Performs counseling and documents employee personnel files.
- Provides training, advice, and guidance on assigned duties and projects.
- Performs other tasks and duties assigned that may not be specifically listed in the position description; however, are within the general occupational category and responsibility level typically associated with the employee's class of work.

MINIMUM QUALIFICATIONS

What You Will Need!

- Master's degree in Urban Planning, Architecture, Engineering, Public/Business Administration or closely related discipline; **plus,**
- Five (5) years or more years of related and progressively responsible managerial experience in providing direct oversight of real estate and community development projects and staff; and extensive professional experience in development, management, and implementation of community development programs, real estate portfolios, business planning, pro forma analysis, and financing/budgeting; with at least three (3) years in a managerial capacity.

EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.

Preferred Qualifications:

- Seven (7) or more years of related and progressively responsible managerial experience, inclusive of direct oversight of real estate and community development projects and staff.
- Extensive professional experience in the development, management, and implementation of community development programs, real estate portfolios, business planning, pro forma analysis, and financing/budgeting.
- Five (5) or more years of recent and direct "hands-on" experience preparing financial packaging of real estate inclusive of tax credits, bond financing, and other federal and/or governmental lending products.

- Seven (7) years of increasingly responsible real estate and senior-level community development leadership experience.
- Seven (7) or more years of demonstrated experience with mixed-use financing programs.
- Demonstrated integral role in the successful implementation and completion of multiple real estate and community development projects.

ADDITIONAL INFORMATION

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligible candidates, which will become effective approximately four (4) weeks after the closing date. Once a selection has been made, the register will expire.

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/e-verify.

CLOSING DATE: ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **September 3, 2021**

Prince George's County Government is an Equal Opportunity/Affirmative Action Employer Committed to Diversity in the Workplace

APPLICATIONS MUST BE FILED ON-LINE AT:
<http://www.princegeorgescountymd.gov/>

EXAM #04930
COMMUNITY SERVICES MANAGER (CHIEF REAL ESTATE OFFICER) -
KR

COMMUNITY SERVICES MANAGER (Chief Real Estate Officer) - Supplemental Questionnaire

- * 1. I acknowledge and understand that the responses to the supplemental questions must reflect the information provided under the "Work Experience" section of the application. My responses will be used to determine whether or not I possess the minimum qualifications for the position.
 Yes No

- * 2. What is your highest level of completed education?
 - Doctorate's
 - Master's
 - Bachelor's
 - Associate's Degree
 - High School Diploma or G.E.D.

- * 3. Please check the box/boxes that best describes your field of study.
 - Social Service
 - Sociology
 - Psychology
 - Business Administration
 - Public Administration
 - Real Estate Development
 - Other

- * 4. If you selected "Other", in question #3, please provide field of study.

- * 5. How many years of related and progressively responsible managerial experience in providing direct oversight of real estate and community development projects and staff do you possess?
 - Seven (7) or more years of experience.
 - Six (6) to seven (7) years of experience.
 - Five (5) to six (6) years of experience.
 - Less than five (5) years of experience.
 - None of the above

- * 6. If you answered "Yes" to question #5, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience in this field.

- * 7. Do you possess three (3) years of experience in a managerial capacity?
 - Yes
 - No

- * 8. If you answered "Yes" to question #7, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.

- * 9. Do you possess tensive professional experience in the development, management, and implementation of community development programs, real estate portfolios, business planning, pro forma analysis, and financing/budgeting?

- Yes
- No

- * 10. If you answered "Yes" to question #9, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.
- * 11. Do you possess five (5) or more years of recent and direct "hands-on" experience preparing financial packaging of real estate inclusive of tax credits, bond financing, and other federal and/or governmental lending products?
 - Yes
 - No
- * 12. If you answered "Yes" to question #11, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.
- * 13. Do you possess seven (7) years of increasingly responsible real estate and senior-level community development leadership experience?
 - Yes
 - No
- * 14. If you answered "Yes" to question #13, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.
- * 15. Do you possess seven (7) or more years of demonstrated experience with mixed-use financing programs?
 - Yes
 - No
- * 16. If you answered "Yes" to question #15, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.
- * 17. Do you possess experience in the successful implementation and completion of multiple real estate and community development projects?
 - Yes
 - No
- * 18. If you answered "Yes" to question #17, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume". Write NA if you do not have experience.
- * Required Question