



**PRINCE GEORGE'S COUNTY  
GOVERNMENT**

Office of Human Resources Management  
1400 McCormick Drive, Suite 159  
Largo, MD 20774  
301-883-6330

<http://www.princegeorgescountymd.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Environmental Review Officer (Community Developer 3A)**

*An Equal Opportunity Employer*

**SALARY**

\$58,890.00 - \$115,131.00 Annually

**OPENING DATE:** 01/27/23

**CLOSING DATE:** 02/16/23

**THE POSITION**

*Come join our team! Located minutes from downtown Washington, DC Prince George's is the perfect family-friendly community to live, work, and play!*

*We are Prince George's Proud!*

Located in the heart of the Baltimore/Washington corridor, Prince George's County borders Washington D.C. and is just 37 miles south of the city of Baltimore. Encompassing almost 500 square miles, with over 900,000 residents Prince George's County has an urban atmosphere that still manages to provide a scenic and peaceful place to live, work, and play.

The Prince George's County Government Department of Housing and Community Development is seeking qualified applicants to fill an **Environmental Review Officer**, grade A-24, within its Community Planning and Development Division.

The Environmental Review Officer is responsible for the preparation of environmental compliance analysis and documentation. The Environmental Review Officer works under the oversight of the Senior Environmental Review Officer to implement the National Environmental Policy Act (NEPA) of 1969, Environmental Review procedures for entities assuming HUD Environmental Responsibilities (24 CFR Part 58), and related laws and authorities. The work requires the ability to independently locate and interpret relevant federal and state regulations, attention to detail, and clear and professional writing. Work performed for all duties of this position is evaluated based on the timely and successful completion of assigned responsibilities.

**LOCATION:** 9200 Basil Court, Largo, Maryland 20774

**EXAMPLES OF WORK**

- Conducts environmental analysis to ensure that planning for assisted projects is by federal environmental regulations. Completes archival and field research utilizing the best available resources and technologies.
- Prepares reports by HUD and EPA recommended formats for Environmental Assessments, Statutory Checklists, and other technical reports. Drafts public notices and findings by all internal policies and procedures. Distributes and maintains records by internal policies and procedures.
- Reviews reports, correspondence, and other documents prepared by internal and external parties.
- Provides technical assistance to internal and external clients and serves as an advisor to program staff and sub-recipients regarding the need for specialized environmental studies and reports.
- Provides advice related to scoping and procurement for specialized environmental studies and advises internal and external parties about the applicability of given rules, regulations, and best practices.
- Willingly and cooperatively performs tasks and duties, which may not be specifically listed in the position description, but within the general occupational category and responsibility level typically associated with the employee's class of work to meet the agency's needs.

### **QUALIFICATIONS**

**EDUCATION:** A Bachelor's degree in business or public administration, social services, sociology, psychology, or a related field.

**EXPERIENCE:** Two (2) years of responsible community development supervisory work or an equivalent combination of education, experience, and training.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Environmental Science, Historic Preservation, Architectural History, or other related fields.
- At least two (2) years of responsible professional research, and writing, technical analysis, and developmental work experience in environmental science and/or historic preservation.

### **ADDITIONAL INFORMATION**

#### **CONDITIONS OF EMPLOYMENT:**

1. Considerable knowledge of information sources and research methods particularly in the field of physical, social, and/or economic community development, as well as human group behavior.
2. Considerable knowledge of administrative interrelationships particular to those federal, state, and local agencies which are currently funding or controlling the funding of community development programs.
3. Ability to work effectively with the disadvantaged or their group representatives as well as representatives of social service agencies operating related programs.
4. Ability to provide liaison and coordinative services between those federal, state, and local agencies involved in programs of the division to which assigned.
5. Ability to collect and summarize, analyze and interpret a variety of socio-economic and related statistical data and prepare related reports for management.
6. Ability to describe observations, state arguments, and propose recommendations clearly, accurately, and concisely, both orally and in writing.

**ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.**

**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](http://dhs.gov/e-verify).

**Internal Applicants:** If you are a current Prince George's County Government employee and seeking a promotion, in accordance with Section 16-200 of the Personnel Law, you have the right to appeal a rejection rating within five (5) working days of receiving a rejection notice. Union employees should refer to their respective collective bargaining agreement and/or union representative for their grievance procedure.

***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 #06551  
ENVIRONMENTAL REVIEW OFFICER (COMMUNITY DEVELOPER  
3A)  
MC

### **Environmental Review Officer (Community Developer 3A) Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree in Environmental Science, Historic Preservation, Architectural History, or other related fields?
  - Yes
  - No
- \* 2. How many years of experience do you have in professional research, and writing?
  - Less than 2 years
  - 2-4 years
  - 5-7 years
  - 8+ years
- 3. Please tell us when and where you gained this experience. Please don't add "See Resume."
- \* 4. How many years of developmental work experience do you have in environmental science and/or historic preservation?
  - Less than 2 years
  - 2-4 Years
  - 5-7 Years
  - 8+ years
- 5. Please tell us when and where you gained this knowledge. Please don't add "See Resume."

\* Required Question