COMMUNITY SERVICES MANAGER - 20-130-78-NM

Salary
$81,109.00 - $119,457.00 Annually

Location
Largo, MD

Job Type
Fulltime/Permanent/Classified

Department
Department of Housing & Community Development

Job Number
20-130-78-NM

Closing
7/15/2020 5:00 PM Eastern

• DESCRIPTION
  • BENEFITS
  • QUESTIONS

Nature and Variety of Work

Bilingual applicants are encouraged to apply

The Department of Housing and Community Development is seeking a highly qualified individual to fill a Community Service Manager position, grade G-31, within its Redevelopment Authority (RDA).

This is a highly responsible professional, managerial, and administrative position, whereby the incumbent manages the Redevelopment Authority’s budget and assists the Division’s Executive Director with the administration of personnel and financial services.

The incumbent is supervised and evaluated by the Executive Director according to departmental goals, policies, and procedures, concerning the timely and successful completion of assigned tasks and duties.
Examples of Work

- Assists the Executive Director with defining organizational objectives and goals;
- Coordinates various housing/development programs and initiatives;
- Manages the Redevelopment Authority’s (RDA) major projects from inception to completion;
- Evaluates new redevelopment projects to be undertaken by the RDA and makes recommendations to the Executive Director on the marker and financial viability of such projects;
- Communicates the Department’s mission, goals, and policies to the Division’s staff;
- Plans, directs, and evaluates employees’ performance on a variety of assignments related to budget development, information technology, accounting, auditing, and program operations;
- Collaborates with other County agencies/departments including the County Executive’s Office, Finance, Office of Management and Budget, Office of Law, and Housing and Urban Development (HUD) Officials to implement policies and coordinates various assignments/activities;
- Attends committee, advisory, board, task force, and special focus group meetings;
- Develops and formalizes goal-oriented comprehensive planning processes for RDA programs and activities;
- Identifies potential areas of compliance vulnerability and risks;
- Apprises Executive Director of program compliance challenges;
- Develops and makes appropriate policy/program recommendations, and implements corrective action plans/guidance to resolve programmatic issues;
- Establishes program evaluation criteria and milestones for monitoring program performance and achieving goals;
- Represents the Department at meetings, makes presentations and participates at public speaking engagements; and,
- Performs other tasks and duties as assigned, which may not be specifically listed in the position description; however, it may fall within the general occupational category and responsibility level typically associated with the employee’s class of work.

Minimum Qualifications

Master’s degree from an accredited college or university in Business/Public Administration, Sociology, Psychology, or a related field; plus five (5) years of professional management level experience coordinating and managing administrative governmental activities, organizing and directing community-based programs, with three (3) years of supervisory experience. An equivalent combination of education and experience will be considered. **EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.**

Additional Information

**PREFERRED QUALIFICATIONS:** Knowledge/experience in the following:

- Purchase and sale of buildings;
- Manage real estate development and land planning;
- Possess knowledge of construction and/or construction management;
- Determine and certify the eligibility of prospective tenants, following government regulations;
- Negotiate the sale, lease, or development of property and complete or review appropriate documents and forms;
- Negotiate short and long-term loans to finance construction and ownership of structures; and
- Analyze information on property values, taxes, zoning, population growth, traffic volume and patterns to determine if properties should be acquired.

**REQUIRED SKILLS AND COMPETENCIES:** Proficient public speaking and writing skills.

**DURATION OF ELIGIBILITY:** Candidates will be selected from a temporary register of eligibles, 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.

**CLOSING DATE:** ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **July 15, 2020**.

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

**Agency**

Prince George's County Government

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