INVITES APPLICATIONS FOR THE POSITION OF:
COMMUNITY DEVELOPER IV (Senior Environmental Review Officer) - 20-091-78-BL

An Equal Opportunity Employer

SALARY
$66,188.00 - $120,636.00 Annually

OPENING DATE: 04/20/20
CLOSING DATE: 05/20/20

THE POSITION

APPLICANTS WHO APPLIED UNDER JOB ANNOUNCEMENT 20-037-78-BL NEED NOT REAPPLY

Bilingual applicants are encouraged to apply

The Prince George's County Department of Housing and Community Development is seeking qualified applicants to fill a Senior Environmental Review Officer (Community Developer IV) position, grade G-27, within its Community Planning and Development Division.

This is a supervisory, professional principal position, whereby the Incumbent oversees compliance with the National Environmental Policy Act (NEPA) of 1969, Environmental Review Procedures for Entities Assuming the Housing and Urban Development (HUD) Environmental Policies (24 CFR Part 58), and related laws/authorities for the Housing and Community Development Division's projects. The incumbent is supervised and evaluated by the Community Services Manager.

EXAMPLES OF WORK

- Administers and conducts environmental compliance activities for the Housing and Community Development Division;
- Tracks planned, in-progress, and completed environmental reviews;
- Prepares monthly and annual reports illustrating the status of environmental review programs;
- Oversees the delivery of environmental review services requested by external entities for HUD-assisted projects;
- Monitors legal and other developments relevant to the NEPA compliance best practices;
- Provides training and technical assistance on the NEPA and related laws/authorities for HUD-assisted projects;
- Reviews and edits reports/correspondence, and other environmental documents prepared by internal and external parties;
- Prepares environmental review records including technical analysis, environmental assessments, statutory checklists, public notices, and HUD forms; and,
- 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

Master's degree in Business or Public Administration, Social Services, Sociology, Psychology, or other related fields; plus three (3) years of responsible professional research, writing, technical, analytical, and developmental work experience in program management with at least one (1) year in a supervisory role. 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:
Master’s degree in Architecture, Architecture History, Historic Preservation, Urban Planning, or other related fields. **It is preferred that the Applicant meet** the Secretary of the Interior’s Professional Qualification Standards for Archeology and Historic Preservation published in the Code of Federal Regulations at 36 CFR Part 61; plus three (3) years of responsible professional research, and writing, technical, analytical, and developmental work experience in program management, architectural preservation, American archeology, and community outreach.

DURATION OF ELIGIBILITY: Candidates will be selected from a temporary register of eligibles, which becomes 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 online by 5:00 p.m. Eastern Standard Time (EST) on May 20, 2020.

**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 #20-091-78-BL
COMMUNITY DEVELOPER IV (SENIOR ENVIRONMENTAL REVIEW OFFICER) - 20-091-78-BL
COMMUNITY DEVELOPER IV (Senior Environmental Review Officer) - 20-091-78-BL
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
   □ Master's
   □ Bachelor's
   □ Associate's
   □ High School Diploma or G.E.D.

* 3. Which best describes your field of study?
   □ Business Administration
   □ Public Administration
   □ Social Work
   □ Sociology
   □ Psychology
   □ Other

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

* 5. Do you have at least three (3) years of responsible professional research and writing, technical, analytical, and developmental work experience in program management and community outreach?
   □ Yes
   □ No

* 6. If you answered "Yes" to question #5, list dates and places of employment where you obtained your experience. Please elaborate on the application and do not respond with "See Resume."

   □ Yes  □ No

* 8. If you answered "Yes" to question #7, please share how you meet these standards/experience, or provide your license/certification number and expiration date.

* 9. Do you possess one (1) year of supervisory experience?
   □ Yes
   □ No

  10. If you answered "Yes" to question #9, list dates and places of employment where you obtained your experience. Please elaborate on the application and do not respond with "See Resume."

* Required Question