



## **Office Secretary III (C22114)**

### **Rental Services Program Specialist**

Recruitment #23-001362-0005

Filing Deadline 1/31/2023

Salary \$18.53 - \$22.14/hour

**Work that matters.** The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

This position is responsible for providing secretarial and administrative assistance to the unit in the administration of federal and state grants/loans which provide financial assistance to rental property owners who produce affordable housing units for lower-income households throughout the State. The position also serves as Secretary to the Department's Housing Finance Review Committee. This position furthers the department's mission by expanding affordable housing opportunities for lower income citizens through providing assistance in the administration of these grant/loan programs.

**This position provides:** DHCD offers a flexible work schedule, telework and job sharing options, training, advancement and career path opportunities, casual business dress on Fridays, and a competitive salary. There is ample parking and our offices are located in walking distance to the New Carrollton MARC Train Station. Must have completed High School or GED, and have three years of clerical experience. For more information and to apply online, please visit:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=23&R2=001362&R3=0005>