PRINCE GEORGE'S COUNTY
GOVERNMENT
Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
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http://www.princegeorgescounty.md.gov/
INVITES APPLICATIONS FOR THE POSITION OF:
DEPUTY DIRECTOR (20-074-78-BL)
An Equal Opportunity Employer

**SALARY**
$130,000.00 - $145,201.00 Annually

**OPENING DATE:** 03/30/20

**CLOSING DATE:** 04/30/20

**THE POSITION**

**WE INVITE YOU TO JOIN OUR TEAM**

Bilingual applicants are encouraged to apply

The Prince George's County Government Department of Housing and Community Development/Housing Authority Division has an opening for a Deputy Director, grade G-35, and is seeking applications from qualified applicants.

This is an exempt management level supervisory, professional, and administrative position that provides key management, administrative, and technical support to the Executive Director and may be placed in charge of the Department in the absence of the Executive Director.

The incumbent is responsible for the supervision of the Housing Choice Voucher Program, Public Housing Program, Modernization and Development Program, and the Housing Authority's Financial and Administrative Services Division. Work is performed with a wide latitude for independent judgment and action under the general supervision of the Executive Director and is evaluated based on the achievement of the agency goals and objectives.

**EXAMPLES OF WORK**

**The Ideal Candidate**

- Interprets and develops guidelines, policies, and procedures;
- Assists the Director in developing comprehensive long and short range strategies designed to achieve Departmental goals and objectives and establishes priorities;
- Assumes the duties and responsibilities of the Director in his/her absence;
- Directs, coordinates, and assesses the work of Division Managers and other staff engaged in establishing, maintaining, regulating, and coordinating a variety of programs and services;

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• Gathers, analyzes, organizes data, identifies critical issues and makes independent decisions;
• Provides guidance and advice at all levels;
• Exercises technical management oversight for all operations, activities, programs, and projects accomplished within the agency;
• Analyzes technical performance reports, correspondence, and contracts;
• Reviews, evaluates, and makes recommendations to the Director regarding areas of Departmental responsibility;
• Investigates and researches difficult and complex inquiries, problems, or complaints and initiates appropriate responses to address/resolve them; and,
• Performs other tasks and duties assigned, which 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 from an accredited college or university in Urban Planning, Business/Public Administration, or a closely related field, plus five (5) years of professional administrative and management experience directing staff and activities in a Public Housing Authority field, of which at least three (3) years includes supervisory experience overseeing specific programs and compliance initiatives; supervising and managing professionals, paraprofessionals, supervisors, and technical staff. Evidence of experience in a senior leadership role within the specified disciplines. An equivalent combination of education and experience will be considered. EACH APPLICANT MUST INCLUDE INFORMATION, WHICH CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.

ADDITIONAL INFORMATION

PREFERRED QUALIFICATIONS:
Master's degree from an accredited college or university in Urban Planning, Business/Public Administration, or a related field; plus demonstrated responsibility establishing, maintaining, administering, and coordinating a variety of housing related programs and services.

Applicants must possess the following skills:
• Possess excellent written/verbal communication skills and presentation skills.
• Ability to work effectively with a wide range of constituencies in a diverse community.
• Ability to perform duties with accuracy and attention to detail.
• Ability to collaborate with Subject Matter Experts (SME's) and resolve complex issues.
• Ability to review related information to develop and evaluate options and implement solutions.

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.

CLOSING DATE: ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on April 30, 2020

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

https://agency.governmentjobs.com/pgc/job_bulletin.cfm?jobID=2746468&sharedWindow... 3/30/2020
DEPUTY DIRECTOR (20-074-78-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. Which of the following do you possess?
   ☐ Doctorate
   ☐ Master's
   ☐ Bachelor's
   ☐ Associate's
   ☐ High School Diploma or G.E.D.

* 3. Please check the box/boxes that describes your field of study?
   ☐ Urban Planning
   ☐ Business Administration
   ☐ Public Administration
   ☐ Other

4. If you selected "Other", please specify field of study.

* 5. Do you have at least five (5) years of professional, administrative, and management experience directing staff and activities in a Public Housing Authority Field?
   ☐ Yes
   ☐ No

* 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".

* 7. Do you have at least three (3) years of experience overseeing specific programs, compliance initiatives, supervising and managing professionals, para-professionals, supervisors, and technical staff?
   ☐ Yes
   ☐ No

* 8. Do you have demonstrated responsibility establishing, maintaining, administering, and coordinating a variety of housing related programs and services?
   ☐ Yes
   ☐ No

* 9. If you answered "Yes" to question #8, list dates and places of employment associated with your experience. Please elaborate on the application and do not respond with "See Resume".
* 10. Please describe your work experience in the area(s) that apply to Housing and Community Development Programs.

* 11. Do you have at least five (5) years of experience overseeing public housing programs, and Housing Choice Voucher Programs?
  ❑ 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".

* Required Question