

Program Manager II

Montgomery County, Department of Housing and Community Affairs

To apply: go to <http://www.montgomerycountymd.gov/ohr/staffing/careers.html>, Careers → WORK4MCG → Search Jobs. See Job announcement IRC55656

PROGRAM SUMMARY

The [Department of Housing and Community Affairs](#) (DHCA) increases the supply of affordable housing; maintains existing housing in a safe and sanitary condition; plans and implements activities which prevent and correct problems that contribute to the physical decline of residential and commercial areas; and ensures fair and equitable relations between landlords and tenants.

The Affordable Housing Programs Section in the Division of Housing of DHCA is responsible for administering the Moderately Price Dwelling Unit (MPDU) Program, the Workforce Housing (WFH) Program, the Single-Family Housing Rehabilitation Program, and the Energy Efficiency Program. The section also works with down-payment assistance programs with the State of Maryland.

JOB DESCRIPTION

The Affordable Housing Programs Section of DHCA seeks an individual who is very detailed-oriented, and highly knowledgeable about land use and real estate practices to join their team. Candidates who are knowledgeable about affordable housing and inclusionary zoning programs such as the County's Moderately Priced Dwelling Unit (MPDU) Program are particularly encouraged to apply.

The Program Manager II will work with various stakeholders to ensure compliance with affordable housing programs. The position will be responsible for tracking and monitoring reports, payments and processes of affordable units as well as enforcing the requirements of the programs. The ideal applicant will have knowledge of drafting and recording real estate documents. This position will also be responsible for research and analyzation of policy affecting affordable housing.

The employee must have organizational skills and be able to track multiple assignments at once. The ideal candidate will have a strong work ethic, be able to work independently and as part of a team, and work under time-sensitive conditions.

PRIMARY RESPONSIBILITIES INCLUDE

- Prepare, record and research documents in local land records.

- Monitor compliance with mandates and/or enforcement requirements, especially in affordable housing.
- Assist in developing, refining, and analyzing program policies, regulations, legislations, etc. to stimulate the production of affordable single-family housing.
- Analyze data/trends in affordable housing and assess needs; oversee consultant studies; make presentations to policy makers, the private sector, and the public.
- Monitor timelines and track the status of various documents at once.
- Perform related duties as required.

Minimum Qualifications:

Experience: Five (5) years experience in a planning specialization related to housing or community development.

Education: Graduation from an accredited college or university with a Bachelor's degree in housing development, urban planning, community development, law, public administration, real estate, or related field.

Equivalency: An equivalent combination of education or experience may be substituted.

License: Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Note: There will be no substitutions for this section.

Probation: The individual appointed to the position will be required to serve a probationary period of six (6) months during which time performance will be carefully evaluated. Continuation in the position in will be contingent upon successful completion of the probationary period.

Preferred Criteria:

1. Experience drafting, recording, and reviewing legal documents related to real estate and real estate development.
2. Experience evaluating and monitoring compliance with laws and regulations, especially as it applies to affordable housing programs.
3. Knowledge of housing development/construction and real estate principles/practices including Federal, State, and local housing programs.

4. Experience in researching, analyzing, and developing affordable housing policy, land use, and legislative recommendations, initiatives, position papers, etc.
5. Experience in presenting testimony, presentations and positions before government agencies, legislative bodies, citizen advisory groups, etc.
6. Highly skilled with databases and Microsoft Office products.

Minimum Salary: \$62,873
Maximum Salary: \$103,034
Currency: USD