Maryland Department of Housing and Community Development

Community Development Administration

Program Manager II

Recruitment # 21-005477-0002

Deadline: 3/10/2021

Salary Range: $61,725 - $90,178

Location: Lanham, Maryland

DEPARTMENT	DHCD - Div of Dev Finance - Housing Dev Program
DATE OPENED	2/22/2021 10:47:00 AM
FILING DEADLINE	3/10/2021 11:59:00 PM
SALARY	$61,725 - $90,178/year (Grade 20, Base - Step 15 with promotional growth to $99,103)
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Kathleen Hubbard
WORK LOCATION	Prince George's

Introduction

This is a Management Service position with full State of Maryland benefits.

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in financing 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 4,000 multifamily rental housing units in 40 properties, amounting to over $500 million in construction and permanent financing. Funding comes from various 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.

DHCD has an immediate opening for a full-time Deputy Director for Special Populations to lead the disability housing programs. The position is located within the Multifamily Housing Unit of the Community Development Administration. The individual in this position is responsible for various programs, including the Section 811 PRA, MFP Bridge Subsidy Program, Weinberg Deeply

Affordable Initiative, and New Futures Bridge Subsidy Program. The position handles special projects at the director's direction, including conducting research, preparing reports and presentations, and conducting meetings and briefings on a wide range of topics related to affordable rental housing. The successful candidate will work on a recently awarded $6.9 million grant from HUD under the Section 811 Project Rental Assistance Demonstration, a $3 million grant from the Weinberg Foundation, and a $4.5 million grant for the New Futures Bridge Subsidy program. Successful applicants must be experienced in policy and programs related to affordable rental housing, with special interest and experience in housing for persons with disabilities, and rental housing preservation and energy efficiency. This position involves working with state, local, and federal government officials; philanthropic organizations; owners, management companies, and developers of affordable rental housing; energy professionals; persons with disabilities; and housing, disability, and energy efficiency advocacy groups.

- Successful applicants must work under tight timeframes, balance multiple competing demands, and research and prepare policy positions concerning affordable housing and will also have experience presenting to large and small groups using Microsoft Office suite, specifically PowerPoint.
- Demonstrate effective public resources management, effective advocacy for staff and departmental programs and policies, and positive stakeholder and customer relations.
- An applicant must demonstrate successful experience leading a talented team of professionals and managing within a complex administrative process.

GRADE

20

LOCATION OF POSITION

7800 Harkins Road Lanham, MD 20706.

The Department of Housing and Community Development Headquarters is located in Prince George's County across from the New Carrollton Metro stop.

POSITION DUTIES

This position will be responsible for managing the operations and administration of a $3M Weinberg Initiative, $2.1M Multifamily Bridge Subsidy Program, $4.5M New Futures Rental Subsidy Program, which is designed to assist in developing and implementing strategies specifically intended to aid victims of crime and youth aging out of foster care in Maryland, and over $25 million in Section 811 rental assistance. The position will also work closely with the Shelter and Transitional Housing Grant Facilities program. Projects are generally related to housing for persons with disabilities, special populations, partnership development, transit-oriented development, sustainable communities, and energy efficiency. Projects may also involve evaluating the efficiency of existing operations, revising and recommending new policies, standards, and workflow procedures, including the use of new technologies where appropriate. The position will interpret, review, and analyze federal and state legislation making recommendations to the Director for Multifamily Housing for new or revised legislation affecting the agency. Work may include sensitive and confidential projects requiring discretion and judgment in the release of information. The position may lead or supervise special projects, coordinating workflow with management and administrators of other units in areas of work spanning multiple units. Other critical task performed by Deputy Director, includes assisting with continual timely and accurate tracking of activity and department allocation resources to ensure compliance with State and Federal regulations and program requirements.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of professional experience in rental/assisted housing or housing development.

Notes:
1. Additional experience may be substituted on a year for year basis for the required education.
2. Additional graduate-level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-to-year basis for the required general experience for each year of experience.

DESIRED OR PREFERRED QUALIFICATIONS

- Experience with multifamily rental housing;
- Experience with Federal Low-Income Housing Tax Credit or related federal investment tax credit programs and similar housing development programs;
- Experience with FHA-insured multifamily housing insurance programs;
- Experience with taxable and tax-exempt bond financing programs;
- Experience with energy efficiency programs for affordable multifamily housing;
- Experience with Section 811 and other disability or supportive housing programs;
- Experience analyzing risks and negotiating complex real estate transactions in either the public or private sector;
- Experience in affordable housing development, lending, or supportive housing programs;
- Knowledge of local, state, and federal policies and issues affecting affordable rental housing

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. **Successful candidates must document eligibility to work in the U.S. upon hire.**

Please note: The Maryland Department of Housing and Community Development is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

BENEFITS

State of Maryland Benefits

FURTHER INSTRUCTIONS

Online applications are STRONGLY preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

Mrs. Kathleen Hubbard
Department of Housing and Community Development
Office of Human Resources
7800 Harkins Road, Lanham, MD 20706

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to **Kathleen.Hubbard@maryland.gov**. Please include the following information in the body of the email:

- Attn: Mrs. Kathleen Hubbard, HR Generalist
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application. For questions concerning these positions, please call 301-429-7418.

TTY Users: call via Maryland Relay.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	
View and print the Supplemental Questionnaire.	This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.

Apply via Paper Application.	You may also download and complete the Paper Application here.