



**PRINCE GEORGE'S COUNTY
GOVERNMENT**

Office of Human Resources Management
1400 McCormick Drive, Suite 159
Largo, MD 20774
301-883-6330

<http://www.princegeorgescountymd.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Environmental Review Officer**

An Equal Opportunity Employer

SALARY

\$66,188.00 - \$120,636.00 Annually

OPENING DATE: 08/25/21

CLOSING DATE: 09/25/21

THE POSITION

Located in the heart of the Baltimore/Washington corridor, Prince George's County borders Washington D.C. and is just 37 miles south of the city of Baltimore. Encompassing almost 500 square miles, with over 900,000 residents Prince George's County has an urban atmosphere that still manages to provide a scenic and peaceful place to live, work, and play.

The Department of Housing and Community Development is seeking qualified applicants to fill a Community Developer IV position, grade A-27, within its Community Planning and Development Division.

About this Position:

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 field(s), plus three (3) years of progressively responsible professional technical, analytical and developmental work experience with at least one (1) year in a lead/supervisory role; or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

Master's degree in Architecture, Architectural 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, and architectural preservation.

ADDITIONAL INFORMATION

Work Environment: The incumbent typically work in offices.

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.

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S., only after an offer has been accepted and the Form I-9 is completed. For information on E-Verify, or if you believe the County has violated its E-Verify responsibilities, please contact the Department of Homeland Security (DHS) at 888-897-7781 or visit their website at dhs.gov/e-verify.

CLOSING DATE: ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Applications must be submitted by **11:59** p.m. Eastern Standard Time (EST) on **September 25, 2021**

APPLICATIONS MUST BE FILED ON-LINE AT:
<http://www.princegeorgescountymd.gov/>

EXAM #04984
SENIOR ENVIRONMENTAL REVIEW OFFICER
KR

Senior Environmental Review Officer 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 I possess the minimum qualifications for the position.
 - Yes
 - No
- * 2. Select the response that best describes your experience overseeing the delivery of environmental review services.

- I do not have the experience overseeing the delivery of environmental review services.
- I have assisted management with maintaining logs for environmental review services.
- I reviewed environmental complaints and/or issues independently and created recommendations for Management to approve.
- I have acknowledged procedural complaints submitted and created policies and procedures to alleviate issues.
- I am able to anticipate the needs of dwellings by reviewing complaints; creating policies and procedures to increase the efficiency within and promote best practices
- I have led a team of management who sole responsibility was to review environmental review services.
- * 3. From the following list of activities identify all those in which you have at least three (3) years of experience. (Check all that apply)
- Prepares monthly and annual reports illustrating the status of environmental review programs.
- Prepares environmental review records including technical analysis, environmental assessments, statutory checklists, public notices, and HUD forms.
- Provides training and technical assistance on the NEPA and related laws/authorities for HUD-assisted projects
- Prepares environmental review records including technical analysis, environmental assessments, statutory checklists, public notices, and HUD forms
- None of the above.
- * 4. From the following responses select the statement that most accurately reflects your experience overseeing 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.
- Executed the development, implementation, and evaluating of policies and procedures. This included creating policies from beginning to end, establishing requirements and priorities; program resources, monitoring and evaluating work activities and outcomes; working directly with team members, and coordinating work with employees.
- Implemented new policies and procedures. This included working on segments of the policies, organizing work according to established goals, independently assessing team-work products and monitoring progress against goals, and coordinating work with other employees.
- Participated on a project as a team member creating new policies and procedures.
- Completed formal training on new policies and procedures.
- None of the above.
- * 5. Select the response that best describes your experience performing environmental review responsibilities?
- I do not have experience performing environmental review responsibilities.
- I partnered with management brainstorming ideas as it pertains to experience performing environmental review responsibilities
- I have implemented policies and procedures within an organization experience performing environmental review responsibilities.
- I have led a team who sole responsibilities were to experience performing environmental review responsibilities.
- * 6. Describe in detail your experience performing environmental review responsibilities. Include the name of the employer(s) where work was performed. This experience must also be described in the "WORK HISTORY/EXPERIENCE" section of this application. DO NOT TYPE "SEE RESUME". If no experience, enter "N/A"
- * 7. Select the response that best represents your experience administering and conducting environmental compliance activities.
- I do not have experience or demonstrated capability in performing this activity, but I am willing to learn.

- I have limited experience or demonstrated capability in performing this activity. I have had exposure to this activity but would require additional guidance, instruction, or experience to perform it at a satisfactory level.
- I have a fair amount of experience and demonstrated capability in performing this activity. I can perform this activity satisfactorily but could benefit from additional guidance, instruction, or experience to perform this activity more effectively.
- I have considerable experience and demonstrated capability in performing this activity. I can perform this activity independently and effectively.
- I have extensive experience and demonstrated capability in performing this activity. I am considered an expert. I am able to train or assist others and my work is typically not reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity.

* Required Question