

## PROGRAM MANAGER IV [076994]

### Senior Policy Officer - Homelessness Solutions

Recruitment #22-005479-9019

DEPARTMENT	DHCD - Div of Neighborhood Revitalization
DATE OPENED	12/14/2022 3:20:00 PM
FILING DEADLINE	1/4/2023 11:59:00 PM
SALARY	\$79,343.00 - \$111,557/yearly
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Yolondah Harris
WORK LOCATION	Prince George's

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## Introduction



**Work that Matters.** The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks an individual with knowledge of trends in areas related to the delivery of services to low- and moderate-income populations seeking to move to self-sufficiency and to homeless and potentially homeless populations.

## GRADE

22

## LOCATION OF POSITION

7800 Harkins Rd Lanham, MD 20706

This position will work out of DHCD's Headquarters Office in Prince George's County located approximately ½ mile from the New Carrollton Metro stop.

## POSITION DUTIES

The position is a senior level position responsible for developing and implementing policy recommendations related to reducing and ending homelessness in Maryland. This position works with a broad coalition of stakeholders, identifies traditional and non-traditional resources and solutions, and articulates and facilitates systems-change throughout the state. This position advises and provides updates and presentations to senior leadership at the Department and others as determined by the Secretary. This position identifies training needs associated with systems-change and with related best practices, including the development of statewide standards of care related to homelessness.

This position staffs and supports the Interagency Council on Homelessness. This position may serve on commissions and committees as the designee of the Secretary, and drafts statutorily required reports related to homelessness.

Position supervises a team of four staff members.

## MINIMUM QUALIFICATIONS

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

**Experience:** Six years of administrative or professional experience to include three years of financing experience or providing technical assistance for development or rehabilitation of multifamily or single-family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs, to include one year of supervisory experience.

**Notes:**

1. Additional administrative or professional experience as defined above may be substituted on a year-for-year basis for the required education.
2. Additional job-related education may be substituted for up to two years of the required experience at a rate of thirty credit hours for each year of experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience and education.

## DESIRED OR PREFERRED QUALIFICATIONS

Lived experienced of homelessness

Working knowledge of and experience with nonprofit organizations, foundations or government program administration

Experience developing and implementing policy strategies to address homelessness on the local, state, or federal level

Experience working directly with populations experiencing homelessness

## 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:

Yolondah Harris

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 [yolondah.harris@maryland.gov](mailto:yolondah.harris@maryland.gov).

Please include the following information in the body of the email:

- Attn: Yolondah Harris, 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 301-429-7624.

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:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p><b>Apply Online</b></p> 
<p><b>View and print the Supplemental Questionnaire.</b></p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the <a href="#">supplemental questionnaire here</a>.</p>
<p><b>Apply via Paper Application.</b></p>	<p>You may also download and complete the <a href="#">Paper Application here</a>.</p>