

HCD Community Program Administrator I (C22064/429690)

Project Manager

Recruitment # 24-001206-0001

Filing Deadline - June 13, 2024

\$29.07 - \$35.08/hour (Grade 17/Step 2-9 with promotional growth to \$46.83/hour)



**This is a Contractual Position with limited State of Maryland benefits.**

**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 organized, customer oriented, self-motivated, team player, experienced with grant administration, business development, community development, and community planning.

**Position Duties:**

This Project Manager position will support Division of Neighborhood Revitalization programs that provide grants, loans, tax credits and technical assistance to place based organizations. This position establishes and coordinates relationships and provides technical assistance to stakeholders, community leaders, government officials and interagency partners seeking to revitalize communities. Duties include managing grants and loans through the entire award cycle from application through close out, including approval of disbursement requests against project terms and funding guidelines, and assisting with the preparation of grant and loan documents.

**Minimum Qualifications:**

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

**Experience:** Four years of administrative or professional experience to include one year 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.

**Notes:**

1. Candidates may substitute additional administrative or professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required 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.

**Preferred Qualifications:**

- One year of experience in the area of community development and/community planning.
- One year of grand administration experience with government and/or nonprofit organizations.

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.

For more information and to apply: