

Maryland Department of Housing and Community Development

HCD COMMUNITY PROGRAM ADMINISTRATOR I

Project Manager

Recruitment #18-001206-0001

Deadline: 1-18-18

Salary: \$22.47 - \$29.16/per hour

Location: Lanham, Prince Georges County

Work That Matters: The Maryland Department of Housing and Community Development is a national leader in the development of affordable housing and community development lending. The Division of Neighborhood Revitalization is seeking a qualified candidate to serve as a Project Manager. This position administers grants, loans and other services provided to local governments and nonprofit organizations located in designated areas. The incumbent ensures compliance with federal, State and Departmental standards, and regulatory and statutory requirements pertaining to homeless grants and awards. This position also provides technical assistance, reviews applications for award, approves disbursement requests against project terms and funding guidelines and assists with the preparation of grant and loan documents. The incumbent will develop policies and manage statewide grant programs and initiatives. The incumbent also develops materials, data analysis and written reports. The incumbent will monitor awardees and engage in partnership building and capacity building activities with partners. Specifically, responsible for duties pertaining to Homeless Service Grants received and administered to local communities, and programs such as the federal Emergency Solutions Grants and the state Rental Assistance Program as well as assisting with the administration of other State and federal financing programs assigned to the team.

Qualifications are: A bachelor's degree from an accredited college or university and four years of administrative or professional experience in financing or providing technical assistance for development of multifamily or single family housing, neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

For more information and to apply online, please visit: <https://www.jobaps.com/MD/sup/BulPreview.asp?R1=18&R2=001206&R3=0001&Viewer=Admin&Test=Y>

Must Apply Through Link Listed Above and Not BPI Website

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