

ADMINISTRATIVE SPECIALIST III (C08001)

Energy Administrative Officer

Recruitment #19-002043-0037

DEPARTMENT	DHCD - Div of Dev Finance - Special Loan Programs
DATE OPENED	8/6/2019 11:32:00 AM
FILING DEADLINE	8/20/2019 11:59:00 PM
SALARY	\$17.36 - \$22.32/hourly (Grade 12/base - step 9, with promotional growth to \$27.36)
EMPLOYMENT TYPE	Full-Time
HR ANALYST	Kathleen Hubbard
WORK LOCATION	Prince George's

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. The Division of Community Development Administration seeks an enthusiastic and experienced individual who will assist the Senior Operations Manager with administrative responsibilities and operational duties for the Housing and Building Energy Programs (HBEP) Division and for weatherization programs.

GRADE

12

LOCATION OF POSITION

7800 Harkins Rd 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

The Energy Administrative Specialist is responsible for assisting the Senior Operations Manager with administrative responsibilities and operational duties for the Housing and Building Energy Programs, Division and for the weatherization programs. This position will interpret complex guidelines that are related to various funding sources administered by the Housing and Building Energy Programs and will apply these guidelines to program application processing when determining eligibility. The Energy Administrative Specialist will work closely with the Senior Operations Manager to provide support to program staff, this can include coordination of internal and external training, meetings, report preparation and report distribution.

This position is one of the primary outreach liaisons for the Housing and Building Energy Programs and various assistance networks to provide education on weatherization services and to expand the number of clients participating in the weatherization programs. The position is also a primary point of contact for

individuals interested in the program and for agencies or external partners seeking clarification of program policies related to participation and assistance for customers. The Energy Administrative Specialist is responsible for maintaining current and accurate internal guideline reference information, and for advising the Senior Operations Manager and the Housing and Building Energy Programs Management team of updates.

MINIMUM QUALIFICATIONS

Education: Completion of 60 credit hours at an accredited college or university.

Experience: Two years of experience in administrative or professional work.

Notes:

1. Candidates may substitute experience as defined above at the rate of one year experience for 30 credit hours of education for up to 60 credit hours of the required education.
2. Candidates may substitute a Bachelor's degree from an accredited college or university for the required education and experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year-for-year basis for the required education and experience.

DESIRED OR PREFERRED QUALIFICATIONS

- Experience in energy efficiency, weatherization, and affordable housing development
- Excellent written and oral communication skills
- Ability to perform in a fast paced environment

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

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

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

Leave may be granted to a temporary/contractual employee who has worked 106 days in a 12 month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

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 Coordinator
- 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.