

CDA Lending and Risk Analyst II (454505)

Program Coordinator

Recruitment # 24-003726-0002

Filing Deadline 02/05/2024

Salary \$60,801 - \$76,200/year (Grade 17/Step 2-11 with promotion potential to \$97,940)



This is a permanent, Skilled Service position with full state of MD benefits.

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. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds and other federal funds.

Program Excellence: Housing and Building Energy Programs

Who we are and what we do: We are a fast paced, dynamic team committed to serving Maryland households. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment. Our programs offer weatherization, energy efficiency, and health and safety improvement services to single family, multifamily, and commercial buildings in the state. Most of our programs serve limited income Maryland households.

The programs that the division administers provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Whole Home Efficiency Program, EmPOWER Multifamily Energy Efficiency and Housing Affordability Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No- Heat/No-Cool, Energy-Efficient Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

Position Duties:

The Department of Housing and Community Development is seeking an experienced and self-motivated Program Coordinator to join our multifamily energy programs team. The Program Coordinator assists the Program Manager in the implementation of program operations to support the Housing and Building Energy Programs.

The Program Coordinator assists in overseeing production rates, as well as supporting the management of budgets, and contributes to the review and processing of loan or grant applications and invoices. The Program Coordinator analyzes, reviews and approves proposed contractors, work scope, environmental investigations, and other related analysis on projects applying for program financing. The Program Coordinator also reviews and evaluates project funding per program regulations and requirements as recommended by Project Managers.

The Program Coordinator interacts with partnering entities to provide guidance on program operations, facilitates meetings, and oversees inspection activities.

The Program Coordinator assists in data analysis and reporting including evaluating program performance metrics, identifying trends, and using data to support potential program changes. The Program Coordinator also assists in the development of program regulations, policies, and operational guidelines, and when necessary, identifies and suggests changes to processes to fulfill the objectives of the Program.

The ideal candidate will have a strong background in business, project, or program management. Backgrounds in residential construction, energy efficiency, and expertise with solar or other alternative energy generating systems are a plus. The candidate must be able to work independently, with our team, municipal agencies, energy auditors, architects, engineers, subcontractors, and clients. This is a unique opportunity for a qualified candidate to join our team during a period of significant growth in the industry for a long-term career that includes a competitive salary, State benefits, industry standard continuing education, and a hybrid work schedule.

Minimum Qualifications:

Experience: Seven years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Business Administration, Architecture, Construction Management, Finance, Economics, Real Estate, Architecture or any other related field and three years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management for the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in loan specialist classification, loan specialist specialty codes in the loan specialist field of work, or 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.

Desired or Preferred Qualifications:

Preferred Education: Bachelor's degree

Preferred Qualifications:

- Experience with project management.
- Certifications in building science (Certifications from Building Performance Institute (BPI), Resnet, etc.)
- Professional experience with government-funded housing programs.

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 States diversity.

For more information and to apply please visit:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=24&R2=003726&R3=0002>