

CDA Lending and Risk Analyst Junior II (C24004) and (C24005)
Program Associate
Recruitment # 24-003724-0001
Filing Deadline 02/27/2024
Salary \$25.71- \$30.90/hour (Grade 15/Step 2-9 with promotional growth to \$39.61/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 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 Program Associate is responsible for answering and fulfilling administrative requests from network partners like the release of duplicates, answering customer calls and resolving their concerns, reviewing and approving applications for grant weatherization services, tracking lead assignments, and assisting program managers with administrative tasks. This position will assist department staff with ensuring client applications and requests are completed in a timely manner.

The ideal candidate will have a strong background in customer service, organization, and case management.

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: Four years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management 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 an Associate of Arts degree from an accredited college or university in Finance, Business Administration, Architecture, Construction Management, Economics, Accounting or a related field and two years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management 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 for the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in the fields of Finance, Accounting, Economics, Business Administration, Architecture, or Construction Management for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in the Loan Specialist classification series or Loan Specialist specialty codes or as a non-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.

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=003724&R3=0001>