

CDA Lending and Risk Analyst Senior II (077301)

PBTO Supervisor

Recruitment #23-003730-0001

Filing Deadline 2/17/2023

Salary \$77,204 - \$93,365/year

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing and development of affordable housing and community development lending. As such, the primary function of the Community Development Administration is to encourage and support homeownership in Maryland. We are good but strive to be great. To make this happen our team needs members that will challenge the status quo, effectively communicate ideas and issues, independently bring forth practical and efficient solutions, believe change is good and want to come to work knowing that what they do makes a difference in their neighborhood.

This position is the Team Leader for the CDA Contract Administration (CA) unit. The main purpose of the job is to ensure that the CA unit meets all HUD requirements under the Annual Contributions Contract (ACC) related to administration of Housing Assistance Payments (HAP) contracts for identified Section 8-assisted properties. As a Team Leader you will be responsible for managing a team and organization of the team to best maximize the productivity and efficiency of the unit. Participate / lead in training of new developed HUD standards and quality control measures. Ensure that all core tasks under the ACC are completed while earning 100% of all possible fees. The applicant should be very knowledgeable of project based vouchering, contract renewals, management and occupancy reviews and the HUD handbook 4350.3. Team Leader should be able to effectively communicate with tenants, HUD staff and unit staff both orally and in writing.

DHCD offers a flexible work schedule, telework and job sharing options; training, advancement and career path opportunities; casual business dress on Fridays and a competitive salary. Candidates must have eight years of experience (or a bachelor's degree and four years). For more information and to apply online, please visit:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=23&R2=003730&R3=0001>