

CDA Lending and Risk Analyst III (052913)

Project Manager Team Lead

Recruitment # 25-003727-0001

Filing Deadline – 04/21/2025

Salary - \$69,323.00 - \$83,769.00/year (Grade 18, Step 3 - 11, with promotional growth to \$112,004.00)

This position offers a salary range of \$63,923 - \$83,769/year, with potential for advancement up to \$112,044 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget and typically do not exceed \$83,769/year.



This is a permanent position with full 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. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

Program Excellence: WholeHome, Energy, and Business Lending 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 division works within the Department to administer a wide range of programs using a variety of funding sources. For example, the Housing and Building Energy Programs have assisted over 47,000 households in the last 9 years with an annual estimated budget of around \$32,000,000. 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. We work to continually improve our division of highly experienced and certified staff by bringing in individuals who strengthen and broaden the skillset of our team. We continually cross-train to allow each team member to make significant contributions to our suite of complex programs.

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 Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), 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 BeSMARTHome Energy Loan Program (BeSMART).

Position Duties:

The Project Manager Supervisor ("PM Supervisor") supervises a team of Project Managers that operate within the Multifamily Energy Efficiency and Housing Affordability (MEEHA) programs. The PM Supervisor organizes, coordinates, and manages the execution of program initiatives when moving projects through the MEEHA program funding process.

The PM Supervisor uses their technical expertise in building construction, energy diagnostic and modeling methodologies, to successfully train and manage a team of Project Managers, and review the work completed by Project Managers including approving funding requests, product specifications, payment requests, cost benefit analysis, and work progression inspections.

The PM Supervisor represents the Department in a liaison capacity with energy auditing firms. This requires reviewing and approving new Qualified Auditor applications as well as creating, disseminating and collecting auditor documents such as the Qualified Auditor Form and auditor building science certifications.

The PM Supervisor assists in developing program policies and procedures for Project Managers, Qualified Auditors and program participants. Guidance documents may include, but not be limited to, Standard Operating Procedure manuals (SOPs), training manuals, employee handbooks, Program Guides, and program brochures or fliers.

The PM Supervisor also develops short and long range plans and reports, documents or performance data which may be requested by officials of other agencies.

Work may require travel to conferences, hearings, meetings, or site inspections, and frequent contact with public and private entities.

Minimum Qualifications:

Experience: Eight 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 four 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:

- Certifications including BPI Building Analyst, BPI Multifamily Building Analyst, HERS Rater, Certified Energy Manager, LEED Green Rater certification, or other building science certification
- Construction project management experience
- Supervisory 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 State's diversity.

Location:

7800 Harkins Road
Lanham, MD 20706

The Maryland Department of Housing and Community Development Headquarters is located in Prince George's County across from the New Carrollton Metro Stop.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?b=&R1=25&R2=003727&R3=0001>