

Program Manager Senior I (506150)

Director, Office of Tenant and Landlord Affairs

Recruitment # 25-005482-0004

Filing Deadline – 02/20/2025

Salary - \$95,991.00 - \$125,057/year (Grade 23, Step 3-15, with promotional growth to \$154,928.00/year)

Telework Eligible – Yes



This is a Management Service 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, revitalizing communities, addressing homelessness and housing instability, and creating economic mobility and homeownership opportunities.

DHCD's newly established Office of Tenant and Landlord Affairs (OTLA) develops resources for renter applicants and tenants to know and exercise their legal rights under the law. OTLA is responsible for creating and updating annually a tenant bill of rights to be included as an addendum to all Maryland rental lease agreements, adopting regulations for right of first refusal legislation and accepting notices as required by law from landlords, maintaining a website to host all tenant resources, and implementing a strategic communications and outreach effort to educate tenants and landlords on their rights and responsibilities.

The Director will lead strategic vision for and oversee all operations of the Office of Tenant and Landlord Affairs. Responsibilities include developing all OTLA policy, regulations, and public resources in compliance with federal, state, and local laws governing rental housing. Specifically, this includes developing the Maryland Tenants' Bill of Rights and regulations for the Right of First Refusal process.

The Director oversees all day to day operations of the office, including hiring and evaluation of staff, creating staff procedures and policies, overseeing the office budget and expenditures. The Director supervises the work of two positions, an Outreach and Communications Manager and a Tenant Liaison. The Director establishes strategic relationships and coordinates activities with local governments, legal aid organizations, and other service providers to ensure tenants are connected to appropriate resources for their needs.

Additionally, the Director coordinates with landlord and property manager associations, renter advocates, District Courts, and other key stakeholders to implement a robust and equitable outreach and engagement strategy on tenant rights. OTLA may also implement fair housing testing and identify and refer landlords who violate tenancy laws to relevant law enforcement. OTLA navigates and refers eligible tenants to legal services, financial and housing counseling, and financial assistance programs.

DHCD offers a flexible work schedule, telework options; training, advancement and career path opportunities; and a competitive salary.

Position Duties:

The Director will oversee the operation of the newly established Office of Tenant and Landlord Affairs (OTLA) within the Maryland Department of Housing and Community Development. OTLA develops resources for

renter applications and tenants to know and exercise their legal rights. OTLA is responsible for creating and updating annually a tenant bill of rights, adopting regulations for first right of refusal legislation, accepting notices as required by law from landlords, maintaining a website to host all tenant resources, and implementing a strategic communications and outreach effort to educate tenants and landlords. OTLA may also implement fair housing testing and identify and refer landlords who violate tenancy laws to relevant law enforcement. OTLA also navigates and refers eligible tenants to legal services, financial and housing counseling, and financial assistance programs.

Minimum Qualifications:

Education: A Bachelor's degree from an accredited college or university

Experience: Five years of experience, including two years of management responsibilities, in developing or implementing policies and/or programs within the legal services, civil justice, housing, tenant rights and advocacy fields, or as a practicing attorney

Notes:

1. Candidates may substitute the possession of a Juris Doctor degree or Master's degree from an accredited college or university in law, management, policy, or administration, for up to three years of the required experience
2. Candidates may substitute additional administrative or professional experience developing or applying policies and regulations in legal services, housing, tenant rights, federal or State entitlement programs or in a health or human service program on a year-for-year basis for the required education

Desired or Preferred Qualifications:

- Experience as a practicing attorney
- Experience developing policy, regulations, or legal guidance
- Excellent research, writing, and oral advocacy skills
- Demonstrated experience facilitating stakeholder engagements and partnerships with community-based organizations
- Ability to communicate effectively with people of different backgrounds and lived experiences

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.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?b=&R1=25&R2=005482&R3=0004>