

HCD Community Program Administrator II (NC25007/516724)

Youth Homeless System Improvement Specialist

Recruitment # 25-001207-0003

Filing Deadline – 04/15/2025 11:59:00 PM

Salary - \$33.24 - \$38.66/hour (Grade 18/Step 3 - 9, with promotional growth to \$53.72/hour)

Location – Baltimore City

Telework Eligible – Yes



This is a non-competitive 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 and development of affordable housing and community development lending. The Division of Homeless Solutions is responsible for leading the state's interagency strategy, policy, and initiatives to prevent and end homelessness for all Marylanders. This vital work includes leading the Maryland Interagency Council on Homelessness and facilitating cross-sector collaborations with government, nonprofit, philanthropic, and other strategic partners. The Division administers grant funds and technical assistance to local governments and nonprofits that are delivering critical safety net programs in their communities - such as street outreach, shelter, permanent housing, food pantries, foreclosure counseling, homebuyer education, benefits enrollment, workforce development, early childhood care, and specialized services for aging adults, domestic violence survivors, and youth. The Division also serves as the HUD-designated lead agency for the Balance of State Continuum of Care, coordinating funding, data collection, performance management, client assessment, and housing referral systems in 9 rural and suburban counties.

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 community.

Position Duties:

DHCD has an immediate opening for a contractual full-time HCD Community Program Administrator II. Under the supervision of the Director of Youth Homeless System Improvement (YHSI), this position leads the YHSI steering committee and partner Continuums of Care in the development and implementation of youth-specific coordinated entry assessment tools, data collection, and reporting tools at a state and local level. This position leads, analyzes, and evaluates youth homeless services project- and system-level performance. This position is responsible for coordination of research, data and coordinated entry initiatives funded under YHSI. In this capacity, this position provides reports, updates, presentations, and recommendations to the YHSI steering committee, Director, Senior Policy Officer, and leadership team of the Division of Homeless Solutions.

This is a non-competitive position, as it is a short-term contract, expected to last 2 years, contingent upon funding and satisfactory employee performance.

This is an excellent opportunity for an experienced professional who has strong management skills and looking to be an integral part of a team in a fast-paced, dynamic environment. DHCD offers a flexible work schedule, telework and job-sharing options, advancement and career path opportunities, and casual business dress on Fridays and during the summer.

Minimum Qualifications:

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

Experience: Five years of administrative or professional experience to include two years of financing experience or 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 additional administrative or professional experience as defined above on a year-for-year basis for the required education.
2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience 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 and education.

Desired or Preferred Qualifications:

- Experience leading a team
- Experience working on youth or adult homeless services, may be substituted with lived experience of homelessness

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=001207&R3=0003>