

HCD Community Program Administrator II (045622 & 084258)

Fully Performing Portfolio Manager

Recruitment # 26-001207-0002

Filing Deadline 08/25/2026

\$76,608.00 - \$86,274.00/year (Grade 18/Step 5-11, with promotional growth to \$120,814.00/year)



These are Skilled Service Positions 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 and development of affordable housing and community development lending.

DHCD has an immediate opening for an HCD Community Program Administrator II, Portfolio Manager in the section of the Division of Credit Assurance.

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. Our offices are located in walking distance to the New Carrollton MARC Train Station.

Grade:

18

This position offers a salary range of \$76,608.00 - \$86,274.00/year, with potential for advancement up to \$120,814.00 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$86,274.00/year.

Position Duties:

This position monitors, evaluates and analyzes performance of multi-family properties to assure regulatory compliance with DHCD loan documents. The Asset Management Officer/Portfolio Manager reviews the financial, administrative and physical condition of the assets, advising supervisors of problems and assisting owners and property managers to implement solutions.

****This position requires travel to various locations throughout the State of Maryland to conduct physical inspections. ****

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 with reviewing financial audits, operating statements, and budgets
- Experience performing physical inspections of multi-family properties
- Experience performing compliance review and property file review for multi-family properties
- Experience monitoring affordable housing compliance, including Low Income Housing Tax Credit, HOME, and Section 8 Program
- Licenses, Registrations, and Certifications:
- Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

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: Please click the [Job Announcement](#)