

Program Manager II (056698)

Portfolio Administrator, Multifamily Asset Mngt

Recruitment # 26-005477-0032

Filing Deadline 10/09/2026 11:59:00 PM

Salary - \$87,253.00 - \$106,366.00/yr. (Grade 20/Step 5-15, with promotional growth to \$137,603.00 yr.)



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 and development of affordable housing and community development lending.

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.

Grade:

20

This position offers a salary range of \$87,253 - \$106,366/year, with potential advancement up to \$137,603/year based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$106,366/year.

Position Duties:

DHCD has an immediate opening for a Program Manager II in its Division of Credit Assurance. This position monitors, evaluates and analyzes the 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.

Minimum Qualifications:

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

Experience: Four years of administrative or professional experience including one year of financing experience or providing technical assistance for the development or rehabilitation of multifamily or single-family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs and at least three years of general supervisory experience.

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 monitoring affordable housing compliance, including Low Income Housing Tax Credits, HOME, Section 8 or other federal financial assistance and subsidy programs, preferred
- Experience in real estate, housing programs, and or housing compliance monitoring using software
- Experience developing and implementing new processes, procedures, and training others
- Experience using Microsoft Office Suite including Microsoft Word and Excel and or Google Docs and sheets to create reports, documents, and spreadsheets
- Experience in finance and the ability analyze financial statements

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](#).