

Administrator III (C26024/545474)
Energy Special Projects Coordinator
Recruitment # 26-002588-0059
Filing Deadline 10/21/2026 11:59:00 PM
Salary – \$36.73 - \$39.76/hour (Grade 18/Step 5-9 with promotional growth to \$57.92)



This is a 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 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.

The Housing and Building Energy Programs (HBEP) is a fast paced, dynamic team committed to serving Maryland households. The division works within the Department to administer a wide range of programs using a variety of funding sources. 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.

Grade:

18

This position offers a salary range of \$36.73 - \$39.76/hour, with potential for advancement up to \$57.92/hour based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$39.76/hour.

Position Duties:

Are you an analytical, highly organized professional who enjoys solving problems, managing projects, working with data, and turning ideas into effective programs and processes? Do you thrive in a dynamic environment where no two days are exactly alike? We are seeking a Special Projects Coordinator to join our team and play a critical role in supporting the continued growth, innovation, and effective delivery of Maryland's energy programs. This is an exciting opportunity for a proactive professional to contribute across project management, regulatory compliance, data analytics, systems administration, vendor management, and strategic program development.

The Special Projects Coordinator works closely with the Deputy Director and program leadership to coordinate special projects, strengthen operational processes, analyze program data, monitor regulatory

and legislative developments, and support the successful implementation of energy initiatives. The successful candidate will serve as a key resource in identifying opportunities for continuous improvement, developing and updating operational procedures and guidance, monitoring program performance, supporting system administration, and helping the division respond effectively to evolving regulatory and program requirements. The ideal candidate will have a strong background in business, project management, program management, or a related field. Experience in residential construction, energy efficiency, alternative energy generation systems, or a related industry is highly desirable. The successful candidate must demonstrate the ability to work independently and collaboratively with internal teams, other State agencies, vendors, stakeholders, and clients.

This is a unique opportunity to join our team during a period of significant growth and innovation in Maryland's energy sector. The successful candidate will have the opportunity to make a meaningful contribution to programs that benefit Maryland residents and communities while building a long-term career in a growing industry. We offer a competitive salary, comprehensive State benefits, opportunities for industry-standard professional development and continuing education, and a hybrid work schedule. If you are a strategic thinker who enjoys taking initiative, managing complex projects, improving processes, and turning data and ideas into meaningful results, we encourage you to apply.

Minimum Qualifications:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Six years of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year up to four years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and two years of experience in administrative staff or professional work for the required experience.
3. Candidates may substitute the possession of a Master's degree from an accredited college or university for the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required experience.

Desired or Preferred Qualifications:

Experience or education in business administration, public administration, project management, energy management, construction management, engineering, or a related field is desirable.

Experience in any of the following areas is a plus:

- Residential construction or building science
- Energy efficiency or conservation programs

- Renewable or alternative energy systems
- Energy policy or utility programs
- Public Service Commission proceedings
- Legislative or regulatory analysis
- Grant administration and reporting
- Contract and vendor management
- Data analytics or database administration
- State or federal government programs

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](#).