

CDA Lending and Risk Analyst Jr. I (C24019/488070)
Program Associate
Recruitment # 24-003723-0003
Filing Deadline – April 9, 2024
Salary \$24.09 - \$28.91/hour (Grade 14/Step 2-9 with promotional growth to \$38.51)



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. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers home rehabilitation programs, rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

Position Duties:

The Program Associate is responsible for answering customer calls and resolving their concerns, reviewing and approving applications for Special Loans Housing Rehabilitation services. This position is responsible for ensuring client applications and requests are completed in a timely manner. With a good understanding of the State Department of Finance processes, this position will set up vendors, make requests for encumbrances and process requests for payments. To ensure proper record keeping, this position will complete the task of the scanning and retention of loan packages.

The ideal candidate will have a strong background in customer service, organization, and case management.

This is a unique opportunity for a qualified candidate to join our team during a period of significant growth in the industry for a long-term career that includes a competitive salary, State benefits, industry-standard continuing education, and a hybrid work schedule.

Minimum Qualifications:

Experience: Two years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management 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 the possession of a Bachelor degree from an accredited college or university in the fields of finance, accounting, economics, business administration, architecture, or construction management for the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in the Loan Specialist classification series or Loan Specialist specialty codes or as a non-commissioned officer in business and industry classification or business and industry specialty codes in the housing management field on a year-for-year basis for the required experience.

Preferred Qualifications:

- Any experience interacting with State Financing departments, the Comptroller's Office and/or DFA's FMIS system is preferred.

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=24&R2=003723&R3=0003>