



**Southern Maryland Tri-County Community Action Committee, Inc.**  
**Promoting Self-Sufficiency**

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**Job Announcement**

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<b>Position:</b> Housing and Community Development Director	<b>Department:</b> Community Development
<b>Location:</b> Charles County	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt	<b>Compensation:</b> \$70,000.00
<b>Weeks Worked:</b> 52	<b>Work Days:</b> Monday - Friday
<b>Opening Date:</b> November 3, 2017	<b>Closing Date:</b> Until Filled

**REQUIRED QUALIFICATIONS:**

**Bachelor's Degree** in Urban and Regional Planning, Real Estate Development, Civil Engineering, Public Administration or related field. Five (5) years of successful experience with Urban Planning & Development and construction projects valued at over \$6 million, preferably with 501-C-3 Affordable/Workforce Housing. Full working knowledge in financial oversight of all projects including but not limited to overseeing rent revenue, securing funds from Federal, State, Local level, foundations and philanthropist; Demonstrated writing skills prepare financing applications with the ability to create and sustain 20 years + Proforma, tax credits, PILIOT, and departmental budgets. Experience and a working knowledge of USDA Rural Development is a plus. Community Development Certification required. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary. Skills and proficiency using Microsoft Word, Excel Spreadsheets, Outlook, or other software applications to retrieve data, create spreadsheets, and reports.

**Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors. Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, and staff, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Knowledge of budget planning, preparation, and administration to make realistic, equitable fiscal decisions, present and defend budget concerns persuasively, and prepare detailed budget reports. Must maintain confidentiality at all times.

**JOB SUMMARY:**

Responsible for the planning, development, implementation and monitoring private Affordable Housing Development in Southern Maryland. Oversees the day-to-day operations of existing housing and community development related services including housing assistance and counseling, multi-family rental and scattered sights. This person is directly responsible to the Vice President.

**ESSENTIAL JOB FUNCTIONS:**

Identify sites suitable for affordable housing development.

- In consultation with other housing staff, establish a schedule for production of finished lots and multi-family sites.
- Establish criteria for acceptable sites.
- Find available sites through contact with Realtors, direct approach to land owners, approaches to financial institutions, and other possible sources of land.

Obtain financing for pre-development costs and site purchase.

- Identify sources of financing for pre-development costs and site purchase.
- Prepare applications for financing.
- Maintain contact with financing agency representatives and respond to requests for documentation and reporting.

Obtain approvals for housing development.

- Learn regulations for site approval and permits including the following types of requirements: zoning, subdivision, critical areas and wetlands, road design, water and sewer allocation, percolation testing, storm water management, sediment control.
- Establish contact with appropriate officials to facilitate the approval process.
- Coordinate submission of plans with the project engineer.
- Monitor the approval process.

Obtain approvals for project financing.

- Develop proforma to establish financial feasibility and cash flow.
- Obtain market study and appraisal.
- Submit applications to appropriate finance agencies.
- Negotiate financing package.
- Follow-up required documentation and reporting.

Assemble project development team.

- Select architect, engineer, and site development contractor.
- Negotiate contracts.

Manage all phases of housing related project development

- Develop schedule with development team.
- Monitor site development activities.
- Coordinate inspections.
- Supervise disbursement of funds.
- Oversees all rental units to ensure proper rental management, and collection of funds.

**LICENSES OR CERTIFICATES:**

Valid Maryland Driver's License.

**SPECIAL REQUIREMENTS:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Current Driving Record, and valid Insurance Appropriate minimum.

**PHYSICAL DEMANDS:**

Work requires limited physical effort.

**APPLICATION PROCEDURES:**

Interested candidates may apply on-line at [www.smtccac.org](http://www.smtccac.org) or print and complete a copy of the application and submit a resume for each position and clearly identify the position for which you are applying. Mail the completed application and a copy of your resume to the:

**SMTCCAC, Inc.**  
**Human Resources Department**  
P.O. Box 280  
Hughesville, MD 20637

**Required Documents: For this Job Announcement the following documents are required:** In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. **Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.**

In house candidates must complete an Internal Employee Transfer/Promotion Request application and submit a current resume for each position they are interested. To retrieve this form you can go to public network drive, click on the shared folder, and then click on the Human Resources Department folder.

**SELECTION PROCEDURE:**

Applicants that meet the position requirements, and are the most qualified will be selected for an interview. Due to the volume of applications that we receive, only those candidates selected for interviews will be contacted. Thank you for your interest in SMTCCAC, Inc.!

**BENEFITS:**

SMTCCAC, Inc. offers Full-Time and Part-time employees a complete benefits package including Annual Leave, Sick Leave, 12 paid Holidays, Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Voluntary Term Life and AD&D Insurance, and Mandatory Maryland State Retirement & Pension System.

*Opportunity/Affirmative Action Employer*

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**Southern Maryland Tri-County Community Action Committee, Inc.**  
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