

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Jacqueline H. Rogers, *Secretary of Housing and Community Development*

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The Department of Housing and Community Development was created in 1987 (Senate Bill no. 699). When the Department of Economic and Community Development was abolished in 1987, its housing and community development responsibilities were assigned to the new Department of Housing and Community Development.

Department programs are organized under four Divisions: Housing Finance (Community Development Administration), Housing Insurance (Maryland Housing Fund), Community Assistance, and Cultural Activities. Within the Division of Cultural Activities are the St. Mary's City Commission, the Commission of Afro-American History and Culture, the Commission on Indian Affairs, the Maryland Ethnic Heritage Commission, and the Maryland Historical Trust (Code 1957, Art. 41B, secs. 1-101 through 8-203).

OFFICE OF THE SECRETARY

The Secretary of Housing and Community Development is chief executive officer of the Department and is appointed by the Governor with the advice and consent of the Senate. The Secretary sets policy, promulgates rules and regulations, and determines the strategies necessary to fulfill the Department's mandate effectively and efficiently. The Secretary is responsible for the budget of the Department and the budgets of the boards, commissions, and offices under Department jurisdiction.

The Secretary is assisted in the administration of the Department by the Deputy Secretary. The Deputy Secretary is appointed by the Secretary with the approval of the Governor.

OFFICE OF FINANCE

Vacancy, *Director*

Telephone: 974-2120

The Office of Finance provides advice and technical support in financial management to the Department's senior program directors and agencies.

It bears prime responsibility for developing Departmental budget proposals and projections, maintaining fund accounts, and administering all other financial matters of the Department.

OFFICE OF MANAGEMENT SERVICES

Vacancy, *Director*

Telephone: 974-2120

The Office of Management Services provides technical support to the Department's senior program directors and agencies in various areas of administrative management. It is responsible for all personnel activities, and the purchasing and procurement of products and services required for Departmental programs. The Office also provides comprehensive mailroom services, maintains liaison with building management to assure repair and upkeep of grounds and facilities, and monitors use of Departmental motor vehicles. It reviews requests for proposals and contract awards for compliance with State purchasing regulations. Additionally, the Office coordinates data processing and word processing activities, and operates the Department's central computer.