

**POSITION DESCRIPTION**

**SUPERVISORY PROJECT MANAGER, GS-1101-13**

SETID	HUD01	JOB CODE	FH0028	DATE	04/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Supervisory Project Manager								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	PCS FOR LOAN SPECIALIST SERIES, GS-1165, TS-37, DECEMBER 1961, TS-62, JUNE 1966; PCS FOR FINANCIAL ANALYSIS SERIES, GS-1160, TS-62, JUNE 1966; AND, GS-1101, GENERAL BUSINESS AND INDUSTRY SERIES								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

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**INTRODUCTION**

The incumbent of the position is located in the Multifamily Hub or Program Center and is supervised by and responsible to the Multifamily Hub Director who assigns work in general terms of overall objectives and results desired. The position requires detailed practical knowledge of a wide range of policies and procedures for the origination and servicing of the FHA multifamily mortgage insurance programs) the Section 202 and 811 Capital Advance programs, and the Section 8 Project Based programs. While acting as a representative of HUD and the Multifamily Hub, the position requires independent action in making determinations, recommendations, and investigations that involve the above program areas.

**MAJOR DUTIES AND RESPONSIBILITIES**

In order to accomplish the functions of the Project Team or Program Center, teams or employee groups consisting of Program Managers, technical specialists, Program Assistants and clerical employees will be established. The incumbent serves as Supervisory Project Manager with responsibility for directing the day-to-day activities of the assigned team, including distribution and balancing of workload, tracking work progress and status, estimating and reporting on work completion, instructing the team in specific tasks and job techniques, responding to and assisting with technical issues and problems, reporting on work performance and training needs, and administering the gain and loss of employees.

The incumbent personally performs the tasks identified below, and directs the work of team members performing similar or identical tasks, including those performing support functions. The incumbent is responsible for performing tasks typically identified as supervisory in nature, including approving leave, assigning performance elements, and standards, and rating employees.

The incumbent is responsible for managing the efficient and effective Coordination, and accomplishment of planning, scoping development design construction, and operation of major multifamily insured and capital advance projects. Applies an extensive knowledge of construction disciplines, development and management concepts, principles, methods and practices as well as knowledge of methods, practices and processes of engineering and science disciplines. The position requires a broad background and experience in various functions; a full and in-depth understanding of HUD Asset Development and Asset Management procedures and guidelines, and government contracting processes. The incumbent is required to integrate sponsor customer requirements and participation into a comprehensive asset development and management plan that is fully coordinated with all contributing organizations including various development disciplines, management agent and owner responsibilities; for control and management of project's construction budget and schedule assuring that HUD's commitments to the sponsor customer are met; and serve as HUD's primary point of contact

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for sponsor customers and other external agencies on assigned projects.

The following criteria apply in a review capacity for underwriting administered by the mortgagee and in a full processing and management capacity for underwriting administered by HUD. Asset Management responsibilities remain the full responsibility of HUD.

1. The incumbent exercises significant authority for program operations redelegated from the Multifamily Hub Director. The incumbent serves as Supervisor of the Project Team, with full leadership and administrative authority for the operations of the Project Team, including both goals management and performance management.
2. The incumbent serves as the principal technical resource staff person for the Multifamily Hub Director for advice and guidance on all matters pertaining to statutory and regulatory requirements and other administrative directives. The Hub Director must be able to place great reliance on technical information and analyses provided by the incumbent.
3. The incumbent is considered a senior staff member who personally performs duties involving the most complex and controversial cases and develops solutions to issues that could not be assigned to less knowledgeable or less experienced staff. The incumbent explains work requirements, methods, and procedures as needed, giving special instructions on difficult or different operations, including advice and guidance to lower graded employees within their technical disciplines. The incumbent may be called upon to testify in State or Federal Court on matters within the incumbent's responsibility and sphere of knowledge.
4. The incumbent formulates and issues verbal and written instructions and procedures and provides special instructions for non-routine or complex assignments. The incumbent clarifies published guidelines and explains regulatory requirements.
5. Upon request of the Multifamily Hub Director, the incumbent performs technical reviews of work in progress or finished work products of colleagues for accuracy, adequacy, and soundness. The incumbent makes recommendations to the Multifamily Hub Director or to colleagues for improvement of work products, particularly where adherence to statutory or regulatory requirements may be questionable. The incumbent assists in resolving technical work problems not covered by established policies or procedures and may develop solutions that are precedent setting, and in estimating and reporting on expected time of completion of required work.
6. The incumbent assists the Multifamily Hub Director in providing on the job training to other Team employees. This includes providing information about the policies, procedures, and practices of the particular multifamily case being discussed as it relates to the work being accomplished. The incumbent identifies and recommends to the Multifamily Hub Director other formal and informal training needs.
7. Serves as Supervisory Project Manager, responsible for the overall project application development (processing), construction activity, closing and final management control, coordination and execution in accordance with HUD's published guidelines and guidance. As the Supervisory Project Manager, implements team decisions and guidance, applicable regulations, and policy in the development of a project. Negotiates and integrates all agency functions including underwriting (planning design review, cost engineering, appraisal, credit evaluation and approval) loan closing, construction, start-up and long term management systems and sponsor customer needs of assigned project into a comprehensive procedure. Within this plan, integrates schedules and criteria, and establishes the participating parties, assumptions and risks, contingencies, and performance measurement criteria. Responsible for maintaining the individual project timelines as they relate to the management plan goals. Participates in timeline programming decisions affecting long and short-range courses of action for assigned projects. Provides input to the Multifamily Hub Director on operating budgets related to projects assigned.

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8. Coordinates the planning, design and cost review, environmental review, construction disbursement and initial final closing coordination for multifamily projects of substantial scope and complexity as measured by their diversity, geographical area, development and management demands, technical intricacies, and public issues. Projects managed are complicated by responsibility for multiple disciplines and differing agenda of participants. This includes compliance with numerous statutory, regulatory and procedural restrictions and jurisdictions. Typical projects include nursing homes, family, elderly and or disabled apartment complexes. Assignments will also include coordination of a combination of projects, which may or may not be homogeneous in complexity, size, or section of the enabling Statute.

9. Controls and manages project milestones and budgets from planning through construction and continuing permanent operations. Measures and monitors performance to assure commitments of all parties are being maintained. Reviews and analyzes invoices and draw requests to assure charges are authorized and appropriate; identifies unauthorized charges and assures corrective actions are taken for the ultimate disposition of inappropriate charges. Reviews project progress measuring performance and taking necessary corrective actions to maintain agreed upon schedule and cost. Based on performance trends, forecasts schedules<sup>3</sup> budgets, manpower, or quality problems and ensures proper resolution of issues raised. Reconciles sponsor customer concerns, assuring that all participating parties are informed of project progress, issues and impacts. Reviews and approves, within authorities provided, project cost and schedule changes; Manages project contingency funds to ensure efficient and effective utilization. Provide status reports on projects assigned (progress, issues and trends) to the Multifamily Hub Director.

10. Serves as the primary point of contact for projects assigned with sponsor customer, Federal, State and local government agencies, congressional interests, other external organizations and higher authorities. Responsible for keeping the sponsor customer fully informed of project progress, issues and their resolution, and any impacts on costs. Assures that sponsor customer or other agencies participation in the project is in accordance with the agreed upon management plan, that sponsor customer commitments including cash payments and in-kind services are being maintained, and that sponsor customer problems or issues and facilitates the resolution of identified problems or issues in the most appropriate manner. Responsible for the development of all required sponsor customer and HUD agreements, leading the negotiation of such agreements on the part of the Department.

11. Determines the credit acceptability and financial capacity of mortgagors, sponsors (both for-profit and not- for- profit) and general contractors involved in the purchase, refinance, or development of multifamily properties. Determines acceptability of non-profit sponsors through an analysis of their motives, experience, and relationships and makes recommendations concerning the acceptance of indemnity agreements whereby the mortgagors assure project completion. Makes an in-depth analysis of financial statements of sponsors and mortgagors to determine working capital and assets available for closing endorsement.

12. Reviews and analyzes current and historic financial data; compares previous annual statements with recent financial information; analyzes current operation expenses and project financial data to form the basis of approval or denial of the following actions: rent increases, refinancing, bond refunds, prepayments, modification agreements, transfers of physical assets, changes in the corporate charter and By-Laws, substitution of mortgagors, reinstatements of mortgages, budgets submitted by cooperative housing projects, and recommendations for foreclosures. Provides supporting documentation and technical arguments as part of negotiations with legal and financial professionals who act on the project owner's behalf. Reviews and evaluates legal documents to determine and ensure compliance with Departmental and other federal, state, and local regulations, requirements, statutes, and policies.

13. Based on reviews, inspections, and analyses of various project information sources, the Supervisory Project Manager develops solutions to facilitate maintaining the stock of affordable housing in decent, safe, sanitary, and drug-free conditions. Ensures that physical inspections are

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conducted as required for the purpose of evaluating physical conditions, maintenance, and security.  
Approves Plans of Action and

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-8	1550
2-4	450
3-4	450
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3290 = GS-13 (3155 - 3600)