

**POSITION DESCRIPTION  
COVER SHEET**

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>

**RECOMMENDED**

4. TITLE Project Manager	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 09
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

**OFFICIAL**

10. TITLE <i>Project Manager</i>						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 9	15. DATE (mm/dd/yyyy) 5/17/02	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) <i>Novella B Kemp</i>

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st Department of Housing and Urban Development	5th
2nd Assistant Secretary for Housing	6th
3rd Deputy Assistant Secretary for Multifamily Housing Prog	7th
4th Multifamily Hubs/Program Centers	8th

**SUPERVISOR'S CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>[Signature]</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>[Signature]</i>	23. DATE (mm/dd/yyyy) 5/20/02
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME Frederick Tombar		
21a. SUPERVISOR'S TITLE	24a. SECOND LEVEL SUPERVISOR'S TITLE Acting Depy Secy for MF Housing Programs		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE <i>Novella B Kemp</i>	30. DATE (mm/dd/yyyy) 5/17/02
31. NAME <i>Novella B Kemp</i>	31a. TITLE <i>Human Resources Specialist</i>
32. REMARKS <i>Bu</i>	33. OPM CERTIFICATION NUMBER

PROJECT MANAGER  
GS-1101-09  
(FPL=GS-9)

INTRODUCTION

The incumbent of the position is located in the Multifamily Hub and is supervised by and responsible to the Supervisory Project Manager. The incumbent works on a daily basis with more experienced Project Managers, who make and oversee work assignments. The position requires basic knowledge of multifamily housing policies and procedures related to 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. At this level, all work is reviewed thoroughly for accuracy, adequacy, and adherence to HUD policies and methods.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent assists higher graded Project Managers in managing the efficient and effective implementation of multifamily insured and capital advance projects. He/she applies basic knowledge of construction disciplines, development and management concepts, principles, methods and practices. The position requires basic knowledge and experience in HUD Asset Development and Asset Management procedures and guidelines, and government contracting processes.

At this grade level, the incumbent handles basic Project Manager responsibilities. Depending on the complexity of the assignment, the incumbent will either handle the entire assignment independently, handle some portion of the assignment, or assist higher-graded Project Managers in carrying out the following responsibilities

1. Assists higher-graded Project Managers with overall project application development (processing), construction activity, closing and final management control, coordination and execution in accordance with HUD's published guidelines and guidance. Assists in implementing team decisions and guidance, applicable regulations, and policy in the development of a project. Provides assistance in negotiating and integrating 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 Supervisory Project Manager or higher-graded Project Manager on operating budgets related to projects assigned.
2. Working with senior staff, coordinates the planning, design and cost review, environmental review, construction disbursement and initial/final closing coordination for multifamily projects. Projects managed are basically non-problematic in nature, and capable of being managed by a minimally experienced Project Manager such as the incumbent. The incumbent seeks to assure that the multifamily project is in compliance with statutory, regulatory and procedural requirements.

3. Assists higher-graded Project Managers in controlling and managing project milestones and budgets from planning through construction and continuing permanent operations. Measures and monitors performance to ensure commitments of all parties are being maintained. Reviews and analyzes invoices and draw requests to ensure 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, 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 recommends, 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 team and Supervisory Project Manager.
4. Serves as a 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 are being resolved in the most appropriate manner. Incumbent, under the direction of his/her supervisor or senior staff member, is responsible for the development of all required sponsor/customer and HUD agreements, and assisting with the negotiation of such agreements on behalf of the Department.
5. Assists senior staff in Determining 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 analysis of financial statements of sponsors and mortgagors to determine working capital and assets available for closing/endorsement.
6. Assists with the review and analysis of 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 recommending 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.
7. Based on reviews, inspections, and analyses of various project information sources, the Project Manager recommends solutions to facilitate maintaining the stock of affordable housing in decent, safe, sanitary, and drug-free conditions. Ensures that physical inspections are conducted as required for the purpose of evaluating physical conditions, maintenance, and security. Recommends Plans of Action and monitors progress until completion. Identifies projects needing on-site management reviews and plans and conducts the management reviews to evaluate financial, management, leasing and occupancy practices, resident/management relations, and all other property management practices.

8. Assists with the analysis financial statements and project operations to determine current financial and physical strengths and weaknesses, and to identify unauthorized expenditures of funds, adequacy of reserves, and insufficient working capital and cash flow. Initiates and follows through on any enforcement referrals.
9. Works with sponsors, owners, management and communities to assist in facilitating the development of Neighborhood Networks community learning centers and providing support for such tenant initiatives as crime control, clean-up days, day care availability, etc. Provides technical assistance to resident organizations, owners/management agents, for initiating and implementing resident involvement in the management and/or purchase of HUD-Owned, HUD-Held and Insured Multifamily Housing.
10. Assists in evaluating various grant applications, makes recommendations for approval and facilitates the implementation of the grant.
11. Assists with negotiating loss mitigation and workout arrangements for properties that are in default or that have other financial, physical or social distress to avoid mortgage assignments or foreclosure. Negotiations involve application of both standard and innovative policy and procedural remedies. Assists in conducting up front analyses on projects with assigned mortgages to identify and recommend preventive default solutions and/or actions.
12. Assists with reviewing audits of projects, takes necessary action to have mortgagors comply with the regulations and recommends closing of HUD-OIG audit findings when compliance has been attained.
13. Assists with analyzing Management Certifications and related documents to determine approval of management agents and fees.
14. Assists with monitoring and reviewing mortgagee inspections and requests correction of repairs where necessary.

Performs other duties as assigned.

NOTE: All HUD personnel will comply with safety regulations occupational safety and health standards, and other safety' directives and orders.

FACTOR 1 KNOWLEDGE REQUIRED      FL 1-6      950 points

1. Knowledge of the FHA multifamily mortgage insurance and Section 202/811 programs.
2. Knowledge of the multifamily housing mission, structure, and organizational relationships:
3. Ability to make formal and informal presentations; ability to communicate with diverse partners and customers both orally and in writing.
4. Ability to work independently and within a team concept.

FACTOR 2 -- SUPERVISORY CONTROLS      FL 2-3      275 points

The incumbent is under the direct supervision of the Supervisory Project Manager. The supervisor provides minimal direction, defining objectives, priorities, and deadlines and assisting the incumbent with situations having unclear precedents. The incumbent plans and performs work assignments, handling deviations in accordance with instructions, previous experience, or accepted practices. Completed work is reviewed for technical soundness and conformity to requirements to HUD and Multifamily policies and procedures. Documentation is also reviewed for completeness, clarity, and validity in detail.

FACTOR 3 – GUIDELINES      FL 3-3      275 points

There are regulations, policies, precedents, and practices relevant to the assigned projects/duties, but they provide limited guidance for specific work assignments on the implementation of multifamily programs. The incumbent uses judgment in interpreting, adapting, and applying them to specific situations/problems. The incumbent analyzes the results and makes recommendations.

FACTOR 4 – COMPLEXITY      FL 4-3      150 points

The work consists of various duties related to segments of HUD multifamily housing. In performing assignments, the incumbent decides from among many alternatives when determining what needs to be done. This requires the incumbent to apply knowledge, reason, and logic in analyzing the particular assignment, existing conditions, and related issues to ensure accuracy and consistency in reaching a reasonable, workable and sound conclusion.

FACTOR 5 -- SCOPE AND EFFECT      FL 5-3      150 points

The responsibilities assigned to this position are for the purpose of developing and managing the HUD multifamily housing portfolio. The position serves as a focal point for HUD clients in the development and management of HUD's multifamily housing programs. The incumbent, in many cases working under the direct supervision of a Supervisory Project Manager or oversight of a senior staff member, informs the public of programs and initiates the processing of applications for multifamily housing programs. Services and recommendations affects the accuracy, reliability, or acceptability of further processes of the multifamily housing programs.

FACTOR 6 -- PERSONAL CONTACTS      FL 6-2      25 points

Personal contacts include visitors from other offices within the Department of Housing and Urban Development, representatives of Public Housing Authorities, city governing bodies, legal aids, sponsors, mortgagees, community groups, and professional groups. The incumbent has a positive working relationship with people doing business with the Department such as sponsors, contractors, architects, mortgagees, residents, and local governmental officials, and must use a high degree of tact in his/her contacts and professional judgment.

Incumbent must be able to work effectively with all levels of the office staff in order to promote harmonious operation between specialists.

FACTOR 7 -- PURPOSE OF CONTACTS      FL 7-2      50 points

Contacts are to advise on multifamily housing programs and policies; to provide technical assistance, exchange information, resolve differences; to enhance Department public relations; to give and obtain information; to set up meetings or arrange travel; and to coordinate and ensure the release of correspondence and reports within required deadlines.

FACTOR 8 -- PHYSICAL DEMANDS      FL 8-1      5 points

Work is primarily sedentary and places no unusual physical demands on the employee. The work includes some walking, standing, bending and carrying of light items such as paper and books.

FACTOR 9 -- WORK ENVIRONMENT      FL 9-1      5 points

The work of this position involves the normal risks and discomforts typical of an office environment.

Total Points = 1885  
Project Manager, GS-1101-9

Novella B. Kemp  
Human Resources Specialist  
1/17/2002

**PROJECT MANAGER**  
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