

000070

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

POSITION DESCRIPTION COVER SHEET

TENDED				5. PAY PLAN	6. SERIES	7. GRADE
MANAGER -- RESIDENT INITIATIVES SPECIALIST				GS	1101	12

WORKING TITLE (Optional)	9. INCUMBENT (OPTIONAL)

OFFICIAL

TITLE  
PROJECT MANAGER (RESIDENT INITIATIVES)

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
3S	1101		12	7/13/97	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>gh</i>

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	6th
ASSISTANT SECRETARY FOR HOUSING	8th
DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	7th
MULTIFAMILY HUB	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 information 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.

SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
		<i>Levy Ph...</i>	7/18/97
SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	
		DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	

**PERFORMER EVALUATION SYSTEM**

PERFORMER	26. FLD/BMK	26. POINTS	FACTOR	26. FLD/BMK	26. POINTS
Knowledge Required			6. Personal Contacts		
Supervisory Controls			7. Purpose of Contacts		
Guidelines			8. Physical Demands		
Complexity			9. Work Environment		
Scope and Effect			<b>TOTAL POINTS</b>		

CLASSIFICATION CERTIFICATION

GRADE 12

*11015-1165, 1166, 1173 + 1101 Series - definition*

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

SIGNATURE	30. DATE
<i>Ernest Anderson</i>	7/18/97
TITLE RES. Mgmt Spec.	

MARKS	33. OPM CERTIFICATION NUMBER
LC-6813	

#000070

## STATEMENTS OF DIFFERENCE

GS-5 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of an entry-level trainee and are commensurate with the grade of the position. At this GS-5 level, the supervisor or higher-grade employee provides work with specific and detailed instructions. Work is performed under close supervision and reviewed both while in progress and upon completion. This is not a complete position description without the full performance position description attached.

GS-7 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of an advanced trainee and are commensurate with the grade of the position. At this GS-7 level, the employee performs assignments which are planned to provide further technical development. Completed work is thoroughly reviewed for accuracy, adequacy and adherence to HUD policies and methods. This is not a complete position description without the full performance position description attached.

GS-9 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of a first-level journeyman who works with higher-grade staff and who independently utilizes standard and well-established techniques and methods. The supervisor provides advice and reviews work for compliance with policies, completeness and technical adequacy. This is not a complete position description without the full performance position description attached.

GS-11 Statement of Difference: This position is developmental to the full performance level of GS-12. The duties performed are those of a journeyman who functions with substantial independence on a full range of assignments. The supervisor may provide advice and some technical review on the more complex, broad and unusual projects assigned. This is not a complete position description without the full performance position description attached.

**PROJECT MANAGER - RESIDENT INITIATIVES SPECIALIST  
GS-1101-12**

**INTRODUCTION**

The incumbent of the position is located in the Multifamily Hub and is supervised by and responsible to the Supervisory Project Manager who assigns work in general terms of overall objectives and results desired. The position requires 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**

The incumbent provides for a centralized source of information about resources for supportive service programs, such as child care, Neighborhood Networks, and youth programs. Applies an extensive knowledge of construction disciplines, development and management concepts, principles, methods and practices. The position requires a broad background and experience in various functions; a full and in-depth understanding of HUD Production 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; and serve as HUD's primary point of contact for sponsor/customers and other external agencies on assigned projects.

1. The incumbent serves as a Project Manager and provides technical

assistance, guidance and training to resident associations, owners/management agents, community organizations, etc. familiarizing them with available programs and funding necessary for supportive services to expand the opportunities of residents.

2. Incumbent provides technical assistance to resident organizations, owners/management agents in facilitating the development of Neighborhood Networks community learning centers.
3. The Project Manager will provide 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.
4. The Project Manager provides technical assistance and guidance to resident groups and management entities to encourage and support the development of economic ventures and minority/small business contracting opportunities to create business incubators and enterprise zone activities that support and provide economic development opportunities.
5. Incumbent receives, reviews, analyzes and makes recommendations for special funding grants, and/or loan applications submitted by resident organizations, owners, Non-profit groups, public bodies or other eligible applicants for all resident initiative programs. Consolidates technical reviews, administers the preparation of final grant documents and coordinates administration of grants.
6. To advance resident ownership, the incumbent facilitates technical assistance and training to resident associations to: expand understanding of home ownership opportunities and strategies, available programs and authorities that are utilized for home ownership; and provides assistance with conversion processes in HUD-Owned, HUD-Held and HUD-Insured housing as appropriate.

7. The incumbent conducts comprehensive studies, analyses and evaluations of the efficiency, effectiveness and economy of policies, procedures and methods of operation for various resident initiatives programs, activities and operations. Base on the evaluations, the incumbent provides technical assistance and guidance to the resident associations, owners/management agents for appropriate improvements in their respective program(s).

8. 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.

9. Based on reviews, inspections, and analyses of various project information sources, the 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 conducted as required for the purpose of evaluating physical conditions, maintenance, and security. Approves 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.

10. Analyzes all 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.

11. 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.

12. Evaluates various grant applications, makes recommendations for approval and facilitates the implementation of the grant.

13. Negotiates 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. Conducts up front analyses on projects with assigned mortgages to identify and recommend preventive default solutions and/or actions.

14. Reviews 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.

15. Analyzes Management Certifications and related documents to determine approval of management agents and fees.

16. Monitors and reviews 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.

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FACTOR 1 -- KNOWLEDGE REQUIRED

1. Detailed 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

Incumbent is under the direct supervision of the Supervisory Project Manager. The Project Manager is expected to proceed independently in carrying out the assigned duties within office and branch policy, with completeness and accuracy. Controversial questions, highly sensitive matters and questions requiring a higher level of professional qualifications are referred to the Supervisory Project Manager. The incumbent's work is not normally checked in process, but periodically

reviewed upon completion in terms of overall objectives of HUD policy and handbooks. Assignments may be received on an individual basis or as routine daily work assignments.

### FACTOR 3 -- GUIDELINES

Standard reference books, HUD manuals, dictionaries, HUD releases and guidelines are available as needed for reference purposes. In order to accomplish the desired results, the incumbent is expected to consult these reference books as well as a large body of unwritten policies, precedents and practices which are not completely applicable to the work and are not specific and which deal with matters relating to judgment, efficiency and relative priorities rather than with procedural concerns.

### FACTOR 4 -- COMPLEXITY

The incumbent of this position requires the application of a practical knowledge of HUD multifamily housing and must make sound decisions and judgments on a variety of complex problems. The incumbent must apply knowledge, reason and logic commensurate with his/her grade to arrive at a reasonable, workable and good decision. His/her daily and routine actions are based on sound judgment and usually accepted without detailed justification.

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

### FACTOR 5 -- SCOPE AND EFFECT

The responsibilities assigned to this position are for the purpose of developing and managing the HUD multifamily housing portfolio. The position serves as the principal focal point for HUD clients in the



development and management of HUD's multifamily housing programs. The incumbent informs the public of programs and initiates the processing of applications for multifamily housing programs. Services and recommendations emitting from this position are comprehensive because of their effect on clients. Approval or disapproval of an application, the restriction or termination of projects, legal actions, and the overall success or failure of the Department's objectives are involved.

#### FACTOR 6 -- PERSONAL CONTACTS

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 extensive working relationships 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.

#### FACTOR 7 -- PURPOSE OF CONTACTS

Contacts are to advise on multifamily housing programs and policies; to provide technical assistance, exchange information, resolve differences, and serve 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

This position places no 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**

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

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