

## Position Description

Request Number: H-11-04-DOTM-00-00237

**Assistant Secretary for Community Planning and Development  
Immediate Office  
Consolidated Planning Specialist  
GS-1101-13**

### INTRODUCTION:

This position is located in the Office of Assistant Secretary for Community Planning and Development. The Assistant Secretary for Community Planning and Development is the principal advisor to the Secretary for planning, developing, administering, and coordinating all program activities in these areas.

The incumbent is a Consolidated Planning Specialist and serves as an advisor to the Assistant Secretary for CPD.

### DUTIES AND RESPONSIBILITIES:

The incumbent serves as an advisor to the Assistant Secretary for Community Planning and Development working in coordination with the local CPD Director(s). He/she is an expert consultant and advisor in providing communication and liaison activities with elected officials, governors, mayors, congressional representatives and/or their key aids, foundations, universities and other public and private interest groups concerned with HUD programs, specifically, redevelopment programs. Assignments involve problem definition planning and coordination of special events, seminars, ceremonies, and other activities intended to stimulate and develop interest and support for Consolidated Plan. The incumbent provides advisory services in assisting in planning and coordinating special purpose events relating to activities of key HUD officials.

The incumbent participates in community empowerment meetings, citizen's forums, etc., to trouble-shoot and resolve problems of a sensitive nature related to Consolidated Plan. The incumbent gathers feedback about the delivery of service to HUD customers. The incumbent develops solutions, and makes recommendations and monitors full implementation of recommended solutions. The incumbent prepares detailed reports and raises community and organizational issues at staff meetings.

The incumbent coordinates redevelopment initiatives with other Federal agencies and planning organizations to assure effective program linkages. The incumbent conducts meetings with the grantees, applicants, and representatives of other Federal agencies, banking executives, mortgage companies and industrial and commercial housing developers, to explain Departmental policies and program requirements and funding criteria associated with Consolidated Plan.

The incumbent provides assistance with cross program coordination as necessary, to properly integrate and focus HUD program efforts on issues at hand or problems of mutual concern to the Department.

The incumbent evaluates feedback received from all areas involved to assure that consolidated plan goals are being achieved and services are being provided in a timely manner consistent with the authorities and policies of HUD within his/her respective assigned jurisdiction. The incumbent reviews policy questions or recommended policy changes with the office of primary interest, and other program directors as appropriate.

Performs other related duties as assigned.

#### **FACTOR LEVEL DEFINITIONS:**

##### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**

Mastery of the various HUD programs associated with the Consolidated Plan. Skill in community outreach initiatives as well as knowledge of advance management and HUD organizational principles and practices.

Skill in dealing with sensitive issues associated with Consolidated Plan.

A comprehensive knowledge of community planning initiatives, principles and techniques.

##### **FACTOR 2. SUPERVISORY CONTROLS**

The incumbent works under the supervision of the Assistant Secretary in coordination with the local CPD Director(s), who provides assignments in terms of broadly stated objectives and goals. With prior approval, the incumbent has the latitude to provide exploratory concepts to unique situations in attaining Departmental goals and objectives. Work is evaluated in terms of meeting the objectives of the Department, responsiveness, and conformance with HUD policies.

##### **FACTOR 3. GUIDELINES**

Specific Federal, state and local guidelines and regulation are available as well as Departmental memoranda and HUD housing guidelines and regulations. These are often stated in general terms. Other guidelines include ordinances and amendments. The incumbent uses seasoned judgment and discretion in determining intent, and in interpreting and recommending HUD policy revisions and regulatory guidance.

##### **FACTOR 4. COMPLEXITY**

The breadth and intensity regarding the difficulty in identifying decisions and solutions as to what needs to be accomplished in controlling controversial community situations

are sensitive and complex in nature. The work of the position includes significant planning modules and task associated with community resource activities in order to meet program objectives. Housing program trends, marketing factors, media pressures, all of which require significant analysis, and judgment and evaluation of such factors, all come into play.

#### **FACTOR 5. SCOPE AND EFFECT**

The purpose of the work is to ensure that the objectives of the Department are being met realistically within program guidelines. Also the purpose of the work is to provide a comprehensive level of expertise in identifying and providing solutions to critical problems affecting community outreach programs or issues related to a variety of related program applications, within the assigned jurisdiction.

#### **FACTOR 6. PERSONAL CONTACTS**

Personal contacts include a significant group of management officials who are empowered to make decisions. This category includes, mayors, elected officials, banking groups, savings and loan entities, and other Federal agencies. The incumbent utilizes strong interpersonal skills in dealing with distressed individuals on personal and sensitive issues. Other personal contacts include members of the media as well as a host of developers involved in a variety of community outreach programs or initiatives.

#### **FACTOR 7. PURPOSE OF CONTACTS**

The purpose of the contacts is to exchange dialog and to provide persuasion in influencing local groups to accept the Department's point of view or policy position regarding local or statewide community empowerment issues. The purpose of the contacts also involves presenting HUD's goals and viewpoints on behalf of executive management at professional conferences, summits, forums, standing committees and meetings convened to deal with a wide variety of issues of considerable consequence or importance.

#### **FACTOR 8. PHYSICAL DEMANDS**

The work of the position is principally sedentary. Normal bending and standing.

#### **FACTOR 9. WORK ENVIRONMENT**

The work involves frequent exposure to moderate discomforts, risks, or unpleasantness associated within an office environment. The work also requires meeting with local community groups in non-traditional office environments.