

Final 7/24/03

Position Description

Request Number: H-11-D4-DOTM- -

**Assistant Secretary for Community Planning and Development
Field Office CPD Division Director
Economic Development Specialist
GS 1101-15**

INTRODUCTION:

This position is located in the Field Office Community Planning and Development (CPD) Division. The local Field Office CPD Division Director is the principal advisor to the Field or Regional Office Director and to the Assistant Secretary for CPD for planning, developing, administering and coordinating all CPD program activities within the jurisdiction of the Field Office.

The incumbent is an Economic Development Specialist and serves as an advisor to the Field Office CPD Division Directors within the region. The Economic Development Specialist is a principal resource within the region for assigned CPD economic development programs.

DUTIES AND RESPONSIBILITIES:

The incumbent works under the supervision and direction of the Field Office CPD Division Director, Deputy CPD Director, or Program Manager. He/she is an expert consultant and advisor to the local CPD Division Director in providing communication and liaison activities related to CPD programs as directed by his/her supervisor to appropriate HUD grantees and clients concerned with HUD's community and economic development programs within his/her assigned Regional area. The incumbent has primary responsibility for oversight and monitoring of CPD economic development programs and activities, including Section 108 Loan Guarantees, Economic Development Initiative (EDI), Brownsfield Economic Development Initiatives (BEDI), Youthbuild, Rural Housing and Economic Development (RHED), Empowerment Zones (EZ), Enterprise Communities (EC) and Renewal Communities (RC), and undertakes assignments involving problem definition, planning and coordination of related program management activities. The incumbent is expected to stimulate and develop interests and support for CPD economic development programs within his/her assigned regional area.

The incumbent participates in community empowerment meetings, citizen's forums, etc., to trouble shoot and resolve difficult problems related primarily to economic development issues but also community development issues when determined by his/her supervisor to be necessary and appropriate. He/she suggests solutions, makes recommendations to his/her supervisor and local program staff, and other appropriate parties involved, and monitors implementation of recommended solutions. The incumbent prepares detailed reports/records documenting in automated systems and for grantee files his/her monitoring, technical assistance, and/or meeting results and raises community, organizational and program management issues to his/her supervisor. At the direction of his/her supervisor, the incumbent gathers feedback and determines the effectiveness of customer service provided to HUD grantees and clients in order to improve the delivery of those services.

The incumbent coordinates economic development initiatives with other program disciplines within the Field Office and, as determined appropriate, with other Federal agencies and planning organizations to

assure effective program linkages. The incumbent conducts meetings with grantees, applicants, representatives of other Federal and local organizations and industry partners, as necessary, to explain Departmental policies and program requirements and funding criteria associated with HUD's community and economic development programs.

The incumbent manages CPD community and economic development programs of assigned grantees that often have complex program designs, multiple programs with difficult issues, or programs with extremely sensitive matters. He/she recognizes the grantees' interest in program implementation while assuring essential compliance with Federal program statutes, regulations and policies and provides training, briefings and information to other the CPD management staff that will improve the overall management of assigned CPD programs within the office.

The incumbent suggests innovative techniques/approaches for identifying and addressing the resolution for difficult, controversial program matters and recommends workable solutions to his/her supervisor and grantees which address the serious nature of the issues identified during onsite or remote monitoring or other reviews of grantee submissions, audits, complaints, etc. He/she is skilled at communicating grantee deficiencies, successfully negotiating agreement with local officials that result in the acceptance of the finding(s) and required corrective action(s); and follows up to assure implementation of appropriate actions, particularly when the grantee has to deal with an adverse impact on its programs.

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. At the direction of his/her supervisor, the incumbent evaluates feedback received from all arenas involved to assure the CPD program goals are achieved and services provided in a timely manner, consistent with the HUD operating protocols, CPD program authorities and policies within his/her assigned jurisdiction. As determined necessary and appropriate by his/her supervisor, the incumbent reviews policy questions or recommended policy changes for CPD's economic development and community development programs.

The incumbent may be responsible, as directed by the Field Office CPD Division Director, for management oversight of other CPD programs and activities that include grant management activities for formula and competitive programs and grantees. The incumbent provides accurate and timely program-related guidance/advice to grantees and represents the Department in a superior manner while delivering complete training and technical assistance that addresses the needs of the grantees related primarily to economic development and, as determined appropriate by his/her supervisor, other CPD programs.

Performs other related duties as assigned by the Field Office CPD Division Director, Deputy CPD Director, or Program Manager.

FACTOR LEVEL DEFINITIONS:

FACTOR 1 – Knowledge required by the position

A comprehensive knowledge of HUD programs associated with community and economic development is essential. Skill in community outreach initiatives as well as expert program knowledge of HUD organizational principles and practices is required. Ability to apply strong interpersonal skills in dealing with sensitive issues associated with economic development is also required.

A comprehensive knowledge of business and industry practices, policies, specifically housing and economic development issues and trends, mortgage banking industry community development programs is vital.

A comprehensive knowledge of real estate and economic development financing strategies is necessary.

A comprehensive knowledge of community planning initiatives, principles and techniques associated with CPD economic development programs is critical.

FACTOR 2 – Supervisory Controls

The incumbent works under the supervision of the Field Office CPD Director, Deputy CPD Director or Program Manager who provides assignments in terms of broadly stated objectives and goals. With prior approval of his/her supervisor, the incumbent has the latitude to investigate and provide exploratory concepts to unique situations in attaining Departmental goals and objectives. The results of the incumbent's work are considered technically authoritative and evaluated in terms of meeting the objectives of the Department associated with community and economic development.

FACTOR 3 – Guidelines

Specific Federal, state and local guidelines, and regulations are available as well as Departmental memoranda and HUD program guidelines and regulations associated with community and economic development. Other guidelines include legislative proposals, 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 grantee and/or community situations are sensitive and complex in nature. The work of the position includes extensive planning to undertake numerous tasks associated with program management oversight and community resource activities in order to meet CPD program objectives. Work often requires significant

analysis, judgment and evaluation of difficult and controversial community and economic development program matters.

FACTOR 5 – Scope and Effect

The purpose of the work is to ensure that the objectives of the Department are being met realistically within CPD program requirements and guidelines, with emphasis on economic development. Also the purpose of the work is to provide a comprehensive level of expertise in identifying and providing innovative solutions to critical problems affecting community and economic development programs or issues related to a variety of program requirements and applications.

FACTOR 6 – Personal Contacts

Personal contacts include a significant group of management officials who make decisions about the programs at the local level. These include: local HUD officials, such as Field Office CPD Director, Deputy CPD Director, and Program Manager, other CPD Division Directors within the Region, Field Office Directors, in accordance with proper protocols. When appropriate or as directed by his/her supervisor, the incumbent's contacts also may include: HUD grantees and clients, financial partners, developers, and other Federal agencies. The incumbent utilizes strong interpersonal skills in dealing with local staffs and individuals on sensitive issues associated with community and economic development program management and implementation.

FACTOR 7 – Purpose of Contacts

The purpose of the contacts is to exchange dialog and to provide persuasion to influence local program officials and local industry partners to accept the Department's point of view or policy position regarding local community or economic development program management or implementation issues. The incumbent may represent HUD, as determined necessary and appropriate by his/her supervisor throughout their assigned Regional area, presenting HUD goals and viewpoints at professional conferences, forums, summits, standing committees, and meetings in furthering the goals of the Department related to economic development matters.

FACTOR 8 – Physical Demands

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

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 officials and groups in non-traditional environments. The work will involve some travel, including those trips that are far from assigned field office requiring overnight stays (travel via air, train, or car) and those that are close to the field office and involve local driving distances (via car or other local transportation).