

**PROJECT MANAGER (MANAGEMENT)**  
**GS-1101-12**

**INTRODUCTION**

The incumbent of the position is located in the Multifamily HUB and is supervised 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 is responsible for insuring the physical integrity and financial viability and managing the efficient and effective coordination and operation of major multifamily insured programs, capital advance projects and Section 8 Project Based programs. Serves as expert in problem identification and resolution. Applies an extensive knowledge of management concepts, principles, methods and practices; i.e., HUD statutes and regulations, handbooks, commercial and real estate principles and practices, property management practices, commercial mortgage loan administration and mortgagee's servicing activities. The position requires a broad background and experience in various functions; a full and in-depth understanding of Asset Management procedures and guidelines and government contracting processes. Skillfully negotiates with owners in agreements and arrangements for maintaining viability of troubled properties and persuades them to commit financial resources.

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.

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.

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.

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.

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

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 preventative default solutions and/or actions.

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.

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

Monitors and conducts reviews of the Performance Based Contract Administrators.

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.

#### **KNOWLEDGE REQUIRED**

Detailed knowledge of the FHA multifamily mortgage insurance and Section 202/811 programs.

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.

#### **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 government officials, and must use a high degree of tact in his/her contacts and professional judgment.

#### **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.

#### **PHYSICAL DEMANDS**

This position places no physical demands on the employee. The work includes some walking, standing, bending and carrying light items such as paper and books.

#### **WORK ENVIRONMENT**

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

Knowledge of the multifamily housing mission, structure, and organizational relationships.

Ability to make formal and informal presentations; ability to communicate with diverse partners and customers both orally and in writing.

Ability to work independently and within a team concept.

#### **SUPERVISORY CONTROLS**

Incumbent is under the direct supervision of the Supervisory Project Manager. The Project Manager is expected to proceed independently within the 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.

#### **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.

#### **COMPLEXITY**

The incumbent of this position requires the application of 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.

#### **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