

POSITION DESCRIPTION

SUPERVISOR SUPRT SRVCS SUPVR, GS-0342-14

SETID	HUD01	JOB CODE	HA0101	DATE	09/18/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0342	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	SUPRT SRVCS SUPVR								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Dianne Wilkins								
CLASS STANDARD	US OPM PCS GENERAL SCHEDULE SUPERVISORY GUIDE, HRCD-5 JUNE 1998, APRIL 1998.								
DATE CLASSIFIED	09/18/2005								

MAJOR DUTIES

The duties include responsibilities of the incumbent of this position require an extensive degree of resourcefulness, ingenuity, practicality, program knowledge, and management ability. Specific responsibilities include, but are not limited to the following:

1. Directs the development of policy, procedures, and standards for uniform Department-wide application and implementation of all facets pertaining to acquisition, design, construction, utilization, accountability, and disposition of space, telecommunications systems, furniture, and office equipment.
2. Directs the development of intermediate and long-range space and telecommunications requirements for the Department that are compatible with the planning and programming of top management. Ensures that requested appropriations allocations provide sufficient funding to accommodate these specific programs as justified.
3. Directs the development and implementation of Department policy and procedures for management of all space occupied by HUD nationwide, and monitors, verifies, and authorizes reimbursement to the General Services Administration.
4. Directs the implementation of Department policy and procedures for management of all telecommunications systems utilized by HUD nationwide, e.g., telephones, radios, facsimile equipment, pagers, Federal Telecommunications System (FTS-2001) etc.; monitors, verifies, and authorizes reimbursement for applicable systems, except those funded by Field Offices.
5. Maintains liaison with General Services Administration, other Government agencies, and industry relative to all phases of space and telecommunications management to ensure that established Department policies and procedures applied to these programs reflect the latest techniques and regulatory criteria. Reviews proposed Government-wide regulations, procedures and legislation pertinent to space, telecommunications, furniture, and equipment, and develops Department position, as required.
6. Provides technical advice and assistance relating to HUD space, telecommunications, furniture, and equipment programs to all responsible officials throughout the Department as required or requested. Directs the preparation of all required reports applicable to these programs on a timely basis. Also provides for surveys, etc., on an orderly, scheduled basis. Evaluates the effectiveness of space programs and telecommunications systems Department-wide through visits, reports and surveys.
7. Directs the development and implementation of maintenance programs that ensure safe, sanitary conditions in all facilities occupied by HUD personnel.
8. Directs and supervises the activities of three functional Branches, i.e., the Property and Supply Branch, the Space Design Branch, and the Telecommunications Services Branch.

SUPERVISOR SUPRT SRVCS SUPVR, GS-0342-14

9. Directs the development of specifications and procedural guidelines to obtain and monitor contracts for telecommunications, space alterations, and purchase installation of property (furniture and office equipment.).

10. Serves as the Department's principal representative on committees responsible for the development of national space, telecommunications, and furniture office equipment policies.

Factor 1. Program Scope and Effect

Expert knowledge of Equal Employment Opportunity regulations.

Expert knowledge of policies, procedures, and standards for uniform Department-wide application and implementation of all facets pertaining to the acquisition, design, construction, utilization, accountability, and disposition of space systems.

Expert knowledge of HUD structure, missions, programs, and space management.

Serves as an expert within and outside the agency with ability to recognize and resolve a variety of different and sometimes unclear problems.

Factor 2. Organizational Setting

The incumbent works under the broad supervision of the Office Director, who provides assignments in terms of broadly defined missions and functions. The incumbent has responsibility for independently planning, exercising, and carrying out programs, projects, studies and other work.

The incumbent of this position is the Director who is one below the SES level in the director supervisory chain. The position is located in the Space Management Division, Office of Administrative and Management Services. The Office Director reports to the Assistant Secretary , who provides broad administrative guidance, direction and supervision. The incumbent is considered an expert and the final technical authority in the field of Space Management, and carries out the functions in assigned area jurisdiction independently. Completed work is reviewed for results attained and conformance with the overall policies and objectives of the activity of the Department.

Factor 3. Supervisory and Managerial Authority Exercised

The position is a 2nd line supervisor of one and or two-grade interval work typically planned on a long-range basis. Fully meets the authorities and responsibility for managing employees and resources.

In addition, as Support Services Supervisor, the incumbent carries out the following authorities and responsibilities:

- Develops performance standards.
- Gives advice, counsel, or instruction to employees on both work and administrative matters.
- Interviews candidates for position in the unit, recommends appointment , promotion, o reassignment to such positions.
- Expert knowledge of analytical and evaluative methods, supplement with a practical knowledge of Space Management policy theory, concepts, practices, and techniques.
- Finds ways to improve production or increase the quality of the staff.
- Knowledge of Federal, Departmental and Office of Administration regulations, policies, and procedures for the Office of Administrative and Management Services (OAMS), Space Management Division.
- Identifies developmental and training needs of employees, providing or arranging for needed

SUPERVISOR SUPRT SRVCS SUPVR, GS-0342-14

development and training.
-Recommends awards or bonuses for non-supervisory personnel.

Factor 4. Personal Contacts
Subfactor 4a. Nature of Contacts

There are frequent contacts with the Assistant Secretary for Administration, the General Deputy Assistant Secretary for Administration, other HUD senior managers and other key officials throughout the Department. There are frequent contacts with senior managers at other Federal agencies, including OMP, OPM, and GAO. There also may be contacts with high-level representatives of contractors, employees of private concerns, and other HUD clients.

Subfactor 4b. Purpose of Contacts

Internal contact is required to provide supervision and guidance for Division staff. External contacts ensure increased efficiency and effectiveness for the purpose of program mission accomplishment. Gathers and exchanges data, explores and resolves complex issues, and coordinates varied matters. Discusses and interprets major policies, defends program positions, influences and persuades others concerning high priority HUD objectives, and provides advice and guidance on a broad range of space management issues.

Factor 5. Difficulty of Typical Work Directed

Complexities of human and physical resource management. Space management services, products, and studies require in-depth analysis of related issues of effectiveness, efficiency, and productivity of substantive management and program operations. Prepares detailed plans, goals, and objectives for long-range implementation and administration of space management efforts, or develops criteria for evaluating effectiveness of a given space management effort. Decisions about how to proceed in planning, organizing, and conducting contract monitoring are complicated by conflicting program goals and objectives. Assignments are further complicated by the need to deal with subjective concepts, such as value judgments, quality and quantity of actions measurable in predictive terms, and findings and conclusions that are subjective and not susceptible to verification through replication of study methods or reevaluation of results.

Factor 6. Other Conditions

The work is concerned with managing, analyzing, monitoring, and evaluating major program aspects of substantive space management mission-oriented activities. This may involve developing long-range program plans, goals, objectives, and milestones. Evaluates effectiveness of space management efforts throughout the HUD organization. Identifies and develops ways to resolve problems or cope with issues which directly affect accomplishment of program goals and objectives. Provides authoritative advice and assistance to Branch staff, top echelon HUD and managers.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-4	775
2-1	100
3-2	450
4a-3	75
4b-2	75
5-7	930

SUPERVISOR SUPRT SRVCS SUPVR, GS-0342-14

6-5 1225

Total 3630 = GS-14 (3605 - 4050)