

*INCUMBENCY ONLY POSITION

POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION		
1. REV.	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

4. TITLE PROJECT MANAGER				5. PAY PLAN GS	6. SERIES 1101	7. GRADE 13
WORKING TITLE (OPTIONAL)					8. INCUMBENT (OPTIONAL)	

OFFICIAL						
10. TITLE PROJECT MANAGER						
11. PP GS	12. SERIES 1101	13. FUNC.	14. GRADE 13	15. DATE 7/18/97	16. I/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	17. CLASSIFIER

19. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	6th
2nd ASSISTANT SECRETARY FOR HOUSING	8th
DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	7th
4th 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 position 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.			
19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
		<i>Lee A. Hu</i>	7/18/97
SUPERVISOR'S NAME AND TITLE		24. SECOND SUPERVISOR'S NAME AND TITLE	
		DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		

APM/OPS 1165, 1160 + 1171 and 1101 series definitive GRADE 13

CLASSIFICATION CERTIFICATION	
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.	
28. SIGNATURE	29. DATE
<i>Joanne C. Anderson</i>	7/18/97
31. NAME AND TITLE	
Joanne C. Anderson Pers. Mgmt. Spcl.	

32. REMARKS	33. OPM CERTIFICATION NUMBER
LLC-6813	

MR# IO0078

**PROJECT MANAGER
(INCUMBENCY ONLY POSITION)
GS-1101-13**

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 detailed 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 may serve as Team Leader as defined by the Multifamily HUB Director and is responsible for managing the efficient and effective coordination, and accomplishment of planning, scoping, development design, construction, and operation of major multifamily insured and capital advance projects. 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 asset Development and Asset Management procedures and guidelines, and government contracting processes. The incumbent is required to integrate sponsor/customer requirements and participation into comprehensive asset development and management plan that is fully coordinated with all contributing organizations including various development disciplines, management agent and owner responsibilities; for control and management of project's construction budget and schedule assuring that HUD's commitments to the sponsor/customer are met; and serve as HUD's primary point of contact for sponsor/customers and other external agencies on assigned projects.

The following criteria apply in a review capacity for underwriting administered by the mortgagee and in a full processing and management capacity for underwriting administered by the mortgagee and in a full processing and management capacity for underwriting administered by HUD. Asset Management responsibilities remain the full responsibility of HUD.

The incumbent serves as a principal technical resource staff person for the Multifamily HUB Director and the Supervisory Project Manager for advice and guidance on all matters pertaining to statutory and regulatory requirements and other administrative directives. The HUB Director and the Supervisory Project Manager must be able to place great reliance on technical information and analyses provided by the incumbent. In addition, the incumbent may serve as Team Leader within the organization as defined by the Multifamily HUD Director.

The incumbent is considered an expert in personally performing duties involving the most complex and controversial cases and develops solutions to issues that could not be assigned to less knowledgeable or less experienced staff. The incumbent explains work requirements, methods, and procedures as needed, giving special instructions on difficult or different operations, including advice and guidance to lower graded employees within their technical disciplines. The incumbent may be called upon to testify in State or Federal Court on matters within the incumbent's responsibility and sphere of knowledge.

The incumbent formulates and issues verbal and written instructions and procedures and provides special instructions for non-routine or complex assignments. The incumbent clarifies published guidelines and explains regulatory requirements.

Upon request of the Multifamily HUB Director or the Supervisory Project Manager, the incumbent performs technical reviews of work in progress or finished work products of colleagues for accuracy, adequacy, and soundness. The incumbent makes recommendations to the Multifamily HUB Director or Supervisory Project Manager or to colleagues for improvement of work products, particularly where adherence to statutory or regulatory requirements may be questionable. The incumbent assists the Multifamily

HUB Director in resolving technical work problems not covered by established policies or procedures and may develop solutions that are precedent setting, and in estimating and reporting on expected time of completion of required work..

The incumbent assists the HUB Director or Supervisory Project Manager in providing on-the-job training to other Branch employees. This includes providing information about the policies, procedures, and practices of the particular multifamily case being discussed as it relates to the work being accomplished. The incumbent identifies and recommends to the HUB Director or Supervisory Project Manager other formal and informal training needs.

Responsible for the overall project application development (processing), construction activity, closing and final management control, coordination and execution in accordance with HUD's published guidelines and guidance. Implements team decisions and guidance, applicable regulations, and policy in the development of a project. Negotiates and integrates all agency functions including underwriting (planning design review, cost engineering, appraisal, credit evaluation and approval) loan closing, construction, start-up and long term management systems and sponsor/customer needs of assigned project into a comprehensive procedure. Within this plan, integrates schedules and criteria, and establishes the participating parties' assumptions and risks, contingencies, and performance measurement criteria. Responsible for maintaining the individual project timelines as they relate to the management plan goals. Participates in timeline programming decisions affecting long and short range courses of action for assigned projects. Provides input to the Supervisory Project Manager on operating budgets related to projects assigned.

Coordinates the planning, design and cost review, environmental review, construction disbursement and initial/final closing coordination for multifamily projects of substantial scope and complexity as measured by their diversity, geographical area, development and management demands, technical intricacies, and public issues. Projects managed are complicated by responsibility for multiple disciplines and differing agenda of participants. This includes compliance with numerous statutory, regulatory

and procedural restrictions and jurisdictions. Typical projects include nursing homes, family, elderly and/or disabled apartment complexes. Assignments will also include coordination of a combination of projects which may or may not be homogeneous with complexity, size, or section of the enabling Statute.

Controls and manages project milestones and budgets from planning through construction and continuing permanent operations. Measures and monitors performance to assure commitments of all parties are being maintained. Reviews and analyzes invoices and draw requests to assure charges are authorized and appropriate; identifies unauthorized charges and assures corrective actions are taken for the ultimate disposition of inappropriate charges. Reviews project progress measuring performance and taking necessary corrective actions to maintain agreed upon schedule and cost. Based on performance trends, forecasts schedules, budgets, manpower, or quality problems and ensures proper resolution of issues raised. Reconciles sponsor/customer concerns, assuring that all participating parties are informed of project progress, issues and impacts. Reviews and approves, within authorities provided, project cost and schedule changes. Manages project contingency funds to ensure efficient and effective utilization. Provide status reports on projects assigned (progress, issues and trends) to the team and Supervisory Project Manager.

Serves as the primary point of contact for projects assigned with sponsor/customer, Federal, State and local government agencies, congressional interests, other external organizations and higher authorities. Responsible for keeping the sponsor/customer fully informed of project progress, issues and their resolution, and any impacts on costs. Assures that sponsor/customer or other agencies participation in the project is in accordance with the agreed upon management plan, that sponsor/customer commitments including cash payments and in-kind services are being maintained, and that sponsor/customer problems or issues and facilitates the resolution of identified problems or issues in the most appropriate manner. Responsible for the development of all required sponsor/customer and HUD agreements, leading the negotiation of such agreements on the part of the Department.

Determines the credit acceptability and financial capacity of mortgagors, sponsors, (both for-profit and not-for-profit) and general contractors involved in the purchase, refinance, or development of multifamily properties. Determines acceptability of non-profit sponsors through an analysis of their motives, experience, and relationships and makes recommendations concerning the acceptance of indemnity agreements whereby the mortgagors assure project completion. Makes an in-depth analysis of financial statements of sponsors and mortgagors to determine working capital and assets available for closing/endorsement.

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, statutes, and policies.

Based on reviews, inspections, and analyses of various project information sources, 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 statement 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.

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 preventive 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 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.

FACTOR 1 - KNOWLEDGE REQUIRED

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

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

Mastery in applying these principles to complex, sensitive, or precedent-setting cases.

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.

FACTOR 2 - SUPERVISORY CONTROLS

Incumbent is under the direct supervision of the Supervisory Project Manager and is expected to proceed independently in carrying out the assigned duties within office and branch policy, with completeness and accuracy. Decisions are almost always accepted as authoritative by higher authority and completed work is evaluated according to results achieved.

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 an advanced 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 a 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 and 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 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.

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.