

POSITION FOR THIS POSITION

POSITION DESCRIPTION  
COVER SHEET

1. NEW  2. IDENTICAL ADDITION TO THE ESTABLISHED PO NUMBER  3. REPLACES PO NUMBER

RECOMMENDED

4. TITLE Senior Project Manager 5. PAY PLAN GS 6. SERIES 1101 7. GRADE 13  
8. TITLE (Optional) 9. INCUMBENT (OPTIONAL)

OFFICIAL

10. TITLE Senior Project Manager  
11. PP GS 12. SERIES 1101 13. FUNC 14. GRADE 13 15. DATE 1-2-98 16. I/A  YES  NO 17. CLASSIFIER Bill [Signature]

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	6th
2nd Assistant Secretary for Housing	6th
3rd Deputy Assistant Secretary for Multifamily	7th
4th HUB/Program Center	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 [Signature] 20. DATE [Blank] 22. SECOND LEVEL SUPERVISOR'S SIGNATURE Terry Goddard [Signature] 23. DATE 1/30/98  
24. SECOND SUPERVISOR'S NAME AND TITLE Terry Goddard Acting DAS for Multifamily Housing Programs, HM

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		
					GRADE

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.

29. SIGNATURE [Signature] 30. DATE 1-2-98  
31. NAME AND TITLE D, OHR, Personnel Policy Division

32. U.S. OPM Occupational Handbook for the GS-1101-Series of 9/93. Analogous Grade level See Attachment Multiple Locations Criteria U.S. OPM PCS for the GS-1173 of 9/81 TS-56 33. OPM CERTIFICATION NUMBER

**SENIOR PROJECT MANAGER**  
**(GS-1101-13) 1101**

**I. INTRODUCTION**

The incumbent of the position is located in the (indicate city and state), (indicate Program Center or Multifamily HUB) and is supervised by and responsible to the Supervisory Project Manager Team Coordinator or the Supervisory Project Manager who assigns work in general terms of overall objectives and results desired. Senior Project Managers are primarily responsible for project management in order to revitalize a targeted group of potentially troubled and troubled multifamily projects.

Because of the complexity of the major duties and responsibilities of the position, it requires expert practical knowledge of almost all multifamily housing programs administered by the Department. This includes knowledge of statutes, regulations and mortgage servicing policies and procedures that relates to the functions of all insured and direct loans, subsidized and unsubsidized housing programs. This position requires independent action in making determinations and recommendations to rectify physical, financial, and ownership problems that caused the existing difficulties at the property.

The incumbent is an expert principal advisor to the Supervisory Project Manager Team Coordinator for matters regarding (1) property assessments required to ascertain cause and effect of the project's difficulties, (2) communications with the project owner/management agent, local government and residents necessary to develop an action plan, and 3) the creation, the implementation and the monitoring of curative plans.

The incumbent serves as an expert in problem identification and resolution. In consultation with other staff, the incumbent performs duties involving the most complex and the most controversial cases to develop curative plans for problems that could not be assigned to less knowledgeable or less experienced staff.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent is responsible for (1) performing an in depth assessment of the problems to ascertain the cause and the effect of the project's difficulties, (2) collecting, analyzing and recording extensive project and market information in order to develop a problem diagnosis and a recommended response and (3) arranging meetings with the project owner, the management agent, the local government and the residents.

Analyzes potential or actual multifamily mortgage defaults to determine cause and effect, and formulates a corrective plan which may include a forbearance or modification agreement, Section 241 operating loss loan, partial payment of claim, flexible subsidy, tax relief/abatement, management improvement and operating plan, Section 8 abatement/termination, foreclosure recommendation or other available tools. Negotiates corrective action plans and/or administrative remedies (subject to the approval of the Supervisory Project Manager Team Coordinator) to preserve and to protect project income through the issuance of appropriate instructions to the mortgagor and/or mortgagee.

Conducts comprehensive management review of potentially troubled and troubled projects (including physical inspections, occupancy, management and maintenance operations) by reviewing all project files, drawing on own knowledge and past experience, as well as the advice and the guidance of the Supervisory Project Manager Team Coordinator or Supervisory Project Manager, in order to identify specific problems and to develop solutions.

Meets with residents and project staff (e.g., project supervisors, project managers, maintenance staff, etc.) and looks at/observes exterior and interior physical conditions, etc., in order to identify specific problems and to develop and to explore alternative solutions to correcting the physical and financial deficiencies of the properties.

Prepares comprehensive and indepth reports and correspondences concerning findings and recommendations to achieve compliance with Multifamily Housing Statutory and Regulatory requirements and established policies and procedures. Analyzes project problems and needs, with the Supervisory Project Manager, the owner, the management agent, the residents, the Enforcement Center, the Assessment Center, the Section 8 Center, the local HUD office personnel (e.g., Fair Housing, Public Housing, Community Builder, etc.), the local government officials, etc., of potentially troubled and troubled projects, in order to negotiate solutions to specific problems identified.

Negotiates utilizing tact, diplomacy and persuasion to gain owners' cooperation in regard to the initiation, scope and contents of necessary corrective action, by providing technical assistance and advice when necessary.

Maintains housing data systems and develops reports to identify and to document problems, as well as to prepare detailed plans of corrective actions. Proposes curative action plans to rectify the physical, financial, social and ownership problems that caused the difficulties these properties are experiencing.

The incumbent is responsible for balancing his/her workload, tracking work progress and status, estimating and reporting on work completion, and providing feedback to other members of the Program Center or Multifamily HUB.

Provides expert guidance to field offices regarding established policies and procedures.

Develops and conducts technical training to assist in accomplishing quality servicing.

Propose appropriate administrative sanctions to be applied or program actions necessary to protect the public interest or security and integrity of the HUD housing programs.

Consults with the Supervisory Project Manager Team Coordinator/or Supervisory Project Manager, regarding projects to be referred to the Office of the Inspector General and/or Enforcement Center where evidence of fraud, waste, mismanagement, civil or criminal conduct is evident and sufficient in scope to warrant referral.

Analyzes and develops methods for handling follow-up necessary to monitor the implementation and the completion of curative action plans.

### III. FACTORS

#### 1. Knowledge Required

Knowledge of multifamily housing programs, structure, missions, functions and their organizational relationships.

Comprehensive practical knowledge of real estate principles and practices, methods of accounting, financial management and property management.

Expert knowledge of HUD programs, standards, requirements, policies, and procedures applicable to management and operations of multifamily housing.

Comprehensive practical knowledge of legal rights and responsibilities of owner, agent, and other interested parties which are contained in management documents (e.g., deed of trust, deed of trust note, management agreement, management plan, etc.).

Ability to make formal and informal presentations (both written and oral).

Expert knowledge of established management principals, practices, and techniques in administering a specific housing program.

Ability to determine project's potential and develop course of action which will serve HUD's best interest while giving consideration to the impact on the owner, the residents and the local community.

## **2. Supervisory Controls:**

This position is under the general supervision of the Supervisory Project Manager Team Coordinator in the Multifamily HUB, and the Supervisory Project Manager in the Program Center in the Office of Multifamily Housing Management. The incumbent works collaboratively with a team leader and other vested interested parties. However, the incumbent must be able to also function independently with a minimum of supervision. Completed work is evaluated in terms of overall effectiveness in achieving program objectives.

## **3. Guidelines:**

Guidelines used include the National Housing Act of 1937, as amended, HUD's policy initiatives, General Accounting, Office of Management and Budget and other related materials. Judgment and discretion will be used in determining, interpreting and revising existing policy, where appropriate and in accordance with outstanding rules and regulations.

## **4. Complexity:**

Typical assignments require analyzing the project's overall situation in order to develop detailed plans and goals for implementing a specific Housing program, and/or develop criteria for evaluating the effectiveness of the specific Housing program policies and procedures. Assignments will involve using different and unrelated processes and methods in order to improve program effectiveness. This requires assessing many issues, including pertinent regulations, a variety of documentation and selecting a course of action from various alternatives. Successful execution of the corrective action plan depends upon the ability to initiate, direct, coordinate, perform various complex and difficult tasks and a willingness to consult with Supervisory Project Managers and HUB and Program Centers.

## **5. Scope and Effect:**

The work to be performed involves establishing methods and criteria for assessing the effectiveness of multifamily troubled housing program policies and procedures. The impact of the corrective action plan will involve both policy programs and contracts between the Government and the private sector. The purpose of the work is to initiate a corrective action plan that will have a visible and viable improvement to the project's problems with a permanent solution..

**6. Personal Contracts:**

Personal contacts will include Headquarter's staff, program centers, field office staff, project owners, managers, lawyers, or other project representatives, project residents, local governments, and private industry.

**7. Purpose of Contacts:**

Contacts are for the purpose of obtaining, providing, or clarifying information, gathering facts, resolving issues, coordinating and devising methods and solutions for implementing a corrective action plan for restoring the physical and financial integrity of the property.

**8. Physical Demands:**

The work includes some walking, standing, bending and carrying of items such as laptop computer, files, papers and books, etc.

**9. Work Environment:**

Work is usually performed in an office setting but requires some travel to actual project sites.