

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE ASSISTANT	5. PAY PLAN GS	6. SERIES 303	7. GRADE 8
8. INCUMBENT (OPTIONAL)			

OFFICIAL

9. TITLE  
Housing Administrative Assistant

11. PP GS	12. SERIES 303	13. FUNC	14. GRADE 09	15. DATE	16. VA YES <input type="checkbox"/> NO <input type="checkbox"/>	17. CLASSIFIER DEL BREWER
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ORGANIZATIONAL STRUCTURE (Agency/Bureau)

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	5th	Office of Program Mgmt Oversight
ASSISTANT SECRETARY FOR HOUSING-FHC	6th	
DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	7th	
OFFICE OF MULTIFAMILY HOUSING	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 <i>Charles P. Retsinas</i>	20. DATE 7/28/97	21. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Maryland Nelson</i>	23. DATE
22. SUPERVISOR'S NAME AND TITLE Charles P. Retsinas, Assistant Secretary for Housing - Federal Housing Commissioner		24. SECOND SUPERVISOR'S NAME AND TITLE DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING PROGRAMS	

ACTOR EVALUATION SYSTEM

ACTOR	25. FLD/BMK	26. POINTS	FACTOR	26. FLD/BMK	26. POINTS	
Knowledge Required	1-6	950	6. Personal Contacts	3B	110	
Supervisory Controls	2-3	275	7. Purpose of Contacts			
Guidelines	3-3	275	8. Physical Demands	8-1	5	
Complexity	4-3	150	9. Work Environment	9-1	5	
Scope and Effect	5-3	150	TOTAL POINTS		1920	
					GRADE	09

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 <i>Del Brewer</i>	30. DATE 11 August 1997
31. NAME AND TITLE Del Brewer Personnel Mgmt. Specialist	

32. REM OPM/PCS Admin. Analysis CEG. dtd 8/90	33. OPM CERTIFICATION NUMBER
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PROGRAM ASSISTANT  
GS-0303-8

I. INTRODUCTION:

This position is in the Office of Multifamily Housing. The incumbent serves as a technical assistant providing administrative support to the Office of Multifamily Housing staff.

The position requires the performance of a variety of complex duties. As a member of the Office of Multifamily Housing staff, the incumbent performs a variety of duties that require an understanding of the responsibilities of the DAS and a good knowledge of Housing Programs and organization. In carrying out the duties of the position, the incumbent must be able to work with and communicate effectively with key Departmental staff, executives of other Federal agencies, members of Congress, and executives from private industry.

II. DUTIES AND RESPONSIBILITIES:

A. Program Management and Internal Controls

Coordinates administrative matters in the his/her immediate office. Working with the Office Director, Deputy Director, and Team Leaders Managers, the incumbent consolidates all administrative reports including budgetary input, procedure data, management information requirements, etc.

Initiates necessary correspondence, such as acknowledgment letters, requests for additional information and transmittal memorandums filling in references, dates, citations from manual, regulations, etc., which requires researching and extracting from files and records. Prepares materials in final form, assembles material, with necessary attachments, routes material for appropriate distribution. Conducts appropriate follow-up.

Assumes and carries out a variety of special assignments, involving the development of methods or operation or improvements in administrative practices of the office procedures and work routines. On the basis of findings, recommends and assists in the adoption of policies and procedures designed to improve administrative functions.

Assists in preparation of issuances, regulations, handbooks, handbook changes, etc., which provide instructions, revisions, or clarification in matters pertaining to policy and procedures covering the programs of Multifamily Housing.

As assigned, performs research and gathers background data for use by the Director, Deputy Director, and Team Leaders in preparing special reports and other data for submission to the Secretary, Deputy Under Secretary, Assistant Secretary, etc., on such topics as internal reorganization and restructuring, etc. Prepares narrative and statistical comments based on results of surveys conducted.

Assists in special efforts to collect program information, and statistical or budget data.

Assists in development of new programs based on legislative initiatives.

Assists in the preparation of training sessions, including material preparation on mortgage insurance program and policies. Provides staff support for formal presentations, briefings, and meetings.

Monitors, tracks, and reports on assigned measures of workload, resources available, resources required, trends, performance, quality. Makes suggestions for improvement when feasible to senior staff members.

Performs other related duties as may be assigned.

Prepares quarterly and year-end reports for recurring actions.

Reviews reports to assure that they are accurate; in the proper format and sort sequence; that the data is valid and that it is consistent with previous publications and respond to the issues as hand.

Prepares various program and administrative reports, computer generated reports, charts, and STATUS reports on multifamily projects as needed.

Oversees filing of projects and program files to ensure completeness and that correspondence and documents are filed in the most efficient manner. Sets up special files as the need arises, such as subject files, etc., so that information is available for status control and preparation of special reports.

#### B. Coordination:

Actively consults with Multifamily Housing staff, Director, Deputy Director, and Team Leaders to meet program objectives, provide quality customer services, and to ensure that reports, data input, and retrieval requests are accomplished in a timely manner. Maintains a close working relationship with the staff insofar as equipment (e.g., printers, PCs, software, etc.) and training needs are concerned.

C. Communication and Representation, Internal and External to HUD

Work Relations: Participates in intra and cross-functional teams dealing with complex issues. Provides guidance to staff with regard to areas of expertise. Supports positive, cooperative working relationships within the Office and within other Offices/Program Areas within the Office. The accuracy and timeliness of performance has a direct effect on the accomplishment of the Multifamily Housing Organization and Departmental goals.

Client Relations: Answers public inquires on routine technical matters and provides general advice and assistance to mortgagors, mortgages, management agents, tenants, other client groups and citizen on routine technical matters involving HUD 's housing and subsidy programs and answers public inquires.

Uses creativity in problem solving with other staff in projecting a positive, cooperative image for the Multifamily Housing Organization and the Department. Fosters partner-type relationships by attending regular meetings with other staff members, industry and other interested parties to discuss problems and issues related the organizations' activities.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

The incumbent must have:

A general working knowledge of Federal Housing Administration programs and Housing regulations, directives and handbooks pertaining to the multifamily programs under the Office's jurisdiction, and a familiar knowledge of the Director 's or managers view, policies, and special interest. The position also requires a good knowledge of the Departmental organization, and administrative procedures.

General understanding of the procedures and requirements as they relate to the maintenance of records, preparation of statistical and budget reports, and ability to solve administrative problems.

Ability to identify and obtain research and information on housing and related issues.

Knowledge of microcomputer applications to input data and retrieve appropriate automated reports.

Excellent typing skills.

Ability to manipulate data files on personal computer.

Ability to write responses to correspondence.

Ability to work under the pressure of meeting due dates or priority requirements.

Ability to write clear and concise letters or other narrative material.

## FACTOR 2- SUPERVISORY CONTROL

The supervisor assigns work in terms of general instructions and application of any concepts to be used. The supervisor may assign priorities among the various projects as well as deadlines for attainment.

Employee makes independent decisions on technical matters, which are treatable by standard practices. Unusual problems are referred to the supervisor with recommendations for solution.

Work is reviewed upon completion for technical adequacy and consistency with objectives.

## FACTOR 3 .GUIDELINES

Guidelines include HUD and Housing regulations, program procedures, manuals, and general regulations of several Federal agencies (OPM, OMB and Treasury). However, the incumbent frequently must adapt operating procedures to new situations due to frequent program, regulatory, and system changes. In addition, guidelines and agency instructions will be utilized (handbooks, notices, etc.) to keep staff informed of new or changing policies and regulations. .

## FACTOR 4- COMPLEXITY

The incumbent will require versatility to perform the functions of this position, which entails shifting frequently from one phase or type of work to another.

The incumbent works on a staff, which is involved, with HUD 's Multifamily Housing programs. The programs are Housing-wide and the incumbent must make varied recommendations.

Incumbent must be able to react responsively, and with a positive attitude to rapidly changing requirements and adverse conditions, and adapt methods and procedures to new situations.

## FACTOR 5 .SCOPE AND EFFECT

It is mandatory that the incumbent possess the ability to communicate effectively with key departmental staff, executives of other government agencies and private industry, members of Congress including public interest groups. The incumbent must have good working relationships with his/her superiors and a thorough knowledge of the programs and organizations for which incumbent is responsible in order to convey instructions to the staff and resolve, resolve various problems and situations that affect the orderly and efficient flow of work.

## FACTOR 6- PERSONAL CONTACTS

Personal contacts are by phone and personal callers to the office from Federal, State, national, regional and local officials, business organizations, citizens, etc., concerning various aspects of Multifamily Housing programs. The incumbent 's contacts are with Congressional staff, State and local officials, public interest organizations and private industry. The incumbents also is in contact with program development employees, and employees of other areas of HUD.

FACTOR 7- PURPOSE OF CONTACTS

The purpose of contacts is to give and obtain information regarding compliance with established policies and procedures, and to set up appointments and conferences where technical, unusual and complex problems and situations need the attention of the staff of the immediate office of the Director.

FACTOR 8 .PHYSICALS DEMANDS

The work is mostly sedentary; however, the incumbent is required to do some walking, standing, bending, and carrying of light items such as papers, books, files, etc. Otherwise, the position requires long periods of sitting and working on a personal computer. No special physical demands are required to perform work.

FACTOR 9 -WORK ENVIRONMENT

The work is performed in an office setting.