

- **Job Title: Management Analyst GS-11/12**
- **USAJOBS Link:** <https://www.usajobs.gov/job/688712400>
- **Job Location(s):** Washington, DC / Chicago, IL
- **Salary Range:** \$73,611 - \$116,788 per year
- **Contact:** [hudinquiries@fiscal.treasury.gov](mailto:hudinquiries@fiscal.treasury.gov) or 304-480-7300
- **Closing Date to Apply:** 11/28/2022

- **Summary:**

The **Office of Housing** provides vital public services through its nationally administered programs. It oversees the [Federal Housing Administration \(FHA\)](#), the largest mortgage insurer in the world, and regulates important parts of the housing industry. The Office of Housing also helps ensure consumers can access housing counseling and provides affordable rental housing through its Multifamily housing program. The Office of Housing is committed to helping all Americans obtain safe, decent affordable housing.

The **Office of Multifamily Housing** is responsible for the overall management, development, direction, and administration of HUD's Multifamily Housing Programs. HUD's Multifamily programs provide mortgage insurance to HUD-approved lenders to facilitate the construction, substantial rehabilitation, purchase and refinancing of multifamily housing projects. MFH is widely responsible for [production, asset management and portfolio oversight](#), and [recapitalization](#) of assisted properties, and field operations. As part of the National Housing Act of 1934, Congress created the Federal Housing Administration (FHA) which later became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

- **Job Duties:**

**Making a Difference: HUD's Mission**

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination and transform the way HUD does business.

As a Management Analyst, you will:

- Provide support to supervisors and staff in the Office of Multifamily Housing, including administrative functions, scheduling, and tracking of progress toward Office goals, logistics, and production of events.
- Perform analysis and advisory assignments related to the effectiveness of government programs and or the efficiency of the management of government operations.
- Assist management in the Office of Multifamily Housing to administer program related to the organization's mission, including the performance of administrative and programmatic duties.
- Make recommendations for improvement in the effectiveness and efficiency of work operations; develop new methods, organizational structures and management processes; counsel and advise program managers on methods and procedures, management surveys, management reports, and control techniques; and provide operational support to management in the Office.

We appreciate your assistance.

Thank you!

Geveria Scott  
Management Analyst  
HUD Office of Multifamily Housing Programs (RECAP)  
Work cell: (301) 383-7020 (primary)  
Office: (202) 402-2433