

**DIRECTOR, FIELD ASSET MANAGEMENT AND PROGRAM ADMINISTRATION
DIVISION
GS-1101-15
PD# HH1183**

INTRODUCTION

This position is located in the Office of Housing, Office of the Assistant Secretary for Multifamily Housing Programs, Office of Asset Management & Portfolio Oversight, Field Asset Management. The incumbent serves as the Director of the Field Asset Management Division in the Office of Asset Management & Portfolio Oversight. The Division is responsible for managing all communications, both to and from the field, and general issues from the public, related to asset management, including HUD property ownership and management. The Division is responsible for review of all property transactions, including refinancing, releases of mortgages and use agreements, pass-through of assistance, and transfers of subsidy. The Division receives and responds to requests on eligibility for various program actions and waivers of regulations for property management and ownership issues. The Division supports field staff relating to financing issues such as bond refunding, prepayment authorizations, mortgage lockouts and statutory limitations as well as property sales as part of a prepayment and refinance transaction.

The incumbent manages Supervisory Multifamily Oversight Field Asset Management Branch Chiefs, Specialists and other staff who are skilled in the functions performed by the Division. They perform supervisory and managerial duties to assure the Division meets established goals and objectives.

MAJOR DUTIES AND RESPONSIBILITIES

Incumbent is directly responsible for the overall activities of the Division. In this capacity, he/she:

Defines broad policy objectives of the Division to effectuate legislative, regulatory, and administrative goals, policies, and procedures with respect to the assigned programs.

Directs the development of criteria, instructions, and guidelines to achieve the goals and mission of the Division.

Directs the development and implementation of training curricula for use by Headquarters and field staff with respect to the program and operational jurisdiction of the Division.

Serves as a principal advisor to the OAMPO Director regarding the programs for which the Division is responsible. Finds and implements ways to eliminate or reduce

significant barriers to production, promote team building, and improve business practices.

FACTOR LEVELS

FACTOR 1 - PROGRAM SCOPE AND EFFECT

Scope: The incumbent supervises the Field Asset Division, which is responsible for the implementation of laws and programmatic changes related to asset management and disposition through regulations, handbooks, and notices.

Effect: Impacts HUD's headquarters and field operations nationwide; facilitates HUD's accomplishment of its primary mission, programs of national significance; and impacts large segments of the Nation's population, the nation's housing industry; and receives frequent congressional attention.

FACTOR 2 - ORGANIZATIONAL SETTING

The incumbent is under the supervision of the Deputy Director of the Office of Asset Management & Portfolio Oversight, a GS-15, who provides limited reviews of the activities and work products of the incumbent. Review of the incumbent's work covers such matters as fulfillment of program objectives, and effect of advice and influence on the overall programs.

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The Director exercises full managerial responsibility for all employees in the Field Asset Management Division. As Director, the incumbent assures implementation of the goals and objectives of the Office by planning work to be accomplished, setting and adjusting short and long-term work priorities in addition to preparing and reviewing work schedules. The Director is responsible for recruiting, retaining, and developing a high-capacity team and allocating assignments to ensure accurate implementation of program requirement to sustain the Multifamily portfolio and maximize mission impacts. The incumbent determines areas of emphasis, approaches, and initiates methods to increase work product quality. There are significant responsibilities when it comes to dealing with officials of other units or organizations; making decisions on non-routine, costly or controversial training needs and requests; examining and resolving group grievances or serious employee complaints; reviewing and approving serious disciplinary actions; recommending selections for subordinate positions for coordinating the work of others, and similar positions; approving expenses comparable to within-grade increases, extensive overtime, and employee travel; recommending awards of bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; finding and implementing ways to eliminate or reduce significant barriers to production, promotes team building, or improves business practices.

FACTOR 4 - PERSONAL CONTACTS

SUB-FACTOR 4A - NATURE OF CONTACTS

Frequent contacts include HUD managers, supervisors, and technical staff, Office of Multifamily Housing management officials, and managers and staff of other Federal agencies and government corporations, public contractors, private businesses, and representatives of state and local governments.

SUB-FACTOR 4B - PURPOSE OF CONTACTS

The purpose is to influence, motivate, or persuade groups or individuals to accept and implement program regulations and to justify, defend, or negotiate in representing the program and gaining compliance with established policies, regulations, or contracts. In addition, the interactions that occur are for the purpose of directing contracts, coordinating activities, negotiation and resolving complex issues and requirements and providing advice and guidance. Contacts usually involve active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program managed.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED

At least 25% of the non-supervisory duty hours of subordinates and others (i.e., contractor employees) are expended on work at the GS-13 level or above.

FACTOR 6 - OTHER CONDITIONS

Supervision and oversight require exceptional coordination and integration of a number of very important and complex program segments or programs of professional, technical, managerial, or administrative work comparable in difficulty to the GS-13 or higher level. Supervision and resource management at this level involves major decision and actions, which have a direct and substantial effect on the organizations and programs managed.

The announcement for federal employees is here:

<https://www.usajobs.gov/job/667357600>

The public announcement is here:

<https://www.usajobs.gov/job/667358200>