

REASON FOR THIS POSITION		H-11-13-HROR-00-00410
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED			5. PAY PLAN GS	6. SERIES 1101	7. GRADE 15
8. WORKING TITLE (Optional) HOUSING PROGRAM OFFICER				9. INCUMBENT (Optional)	

OFFICIAL								
10. TITLE Housing Program Officer								
11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 15	15. DATE MONTH 03 DAY 01 YEAR 20			16. VA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. CLASSIFIER Novella B. Kemp

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st DHUD	5th
2nd A/S FOR HOUSING-FHC	6th
3rd DAS FOR SINGLE FAMILY HOUSING	7th
4th SF HOMEOWNERSHIP 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 Signed by Linda S. Strader	20. DATE 03/01/2000	22. SECOND LEVEL SUPERVISOR'S SIGNATURE Signed by Linda S. Strader	23. DATE 03/01/2000
21. SUPERVISOR'S NAME AND TITLE Director, Single Family HOC		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE for DAS for Single Family Housing	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FL 1-8	1550	6. Personal Contacts	FL 6-4	
2. Supervisory Controls	FL 2-5	650	7. Purpose of Contacts	FL 7-4	
3. Guidelines	FL 3-5	650	8. Physical Demands	FL 8-1	
4. Complexity	FL 4-6	450	9. Work Environment	FL 9-1	
5. Scope and Effect	FL 5-6	450	27. TOTAL POINTS		40
28. GRADE					GS

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 Signed by Novella B. Kemp	30. DATE 03/01/2000
31. NAME AND TITLE Novella B. Kemp, Personnel Management Specialist	
32. REMARKS	33. OPM CERTIFICATION NUMBER

ary Standards 12/96

*CLC: 6517
BU*

**HOUSING PROGRAM OFFICER
(REAL ESTATE PROPERTY DISPOSITION/ QUALITY ASSURANCE)
GS-1101-15**

I. INTRODUCTION

The incumbent will explain how programs are administered and funded, their value and associated requirements to local governments and local community based nonprofit development corporations in order to facilitate marketing, promoting, establishing and managing new property agreements.

DUTIES AND RESPONSIBILITIES:

REO:

The incumbent of this position is considered an expert in Property Disposition and as such will be primarily responsible for marketing, promoting, establishing and managing new property disposition agreements with local governments and local community based nonprofit development corporations. Under these new partnerships, HUD will agree to sell blocks of several single family and/or multifamily properties located in urban revitalization areas to local governments working in partnership with nonprofit community based developers. In exchange for a discount on the property sales provided by HUD, the local government will be required to rehabilitate the properties and sell them to new homeowners, nonprofit or community groups. These agreements are with local governments and nonprofit organizations.

Assists in conducting the property disposition program within HUD, such as planning, designing, and executing the program to inform and educate the general and specialized publics about the property disposition program and activities.

Plans, directs and executes national campaigns to convey information concerning the Property Disposition program, research on Property Disposition program-related areas, responsibilities, and activities;

Establishes and maintains effective working relationships with members of the news media, groups interested in HUD's property disposition program;

Responds to information requests from the news media and specialized and general publics on the program in written and oral form, often requiring detailed explanations of comments made on the property disposition activities or performance in a particular situation;

Provides assistance and consultation to HUD offices nationwide in initiating and maintaining direct contacts with the general public or specialized groups;

Advises HUD management of attitudes towards the program in the field and recommends modification when appropriate;

Prepares articles for publications;

Directs special events, ceremonies tours and other activities intended to develop interest in the property disposition program.

Serves as Departmental liaison/point of contact for Real Estate Owned questions and issues, including Officer Next Door, Teacher Next Door, and special programs.

QA DUTIES & RESPONSIBILITIES:

Acts as expert and advisor on the lender origination and servicing practices required for compliance with Title I and Title II, Fair Housing and RESPA.

Performs various periodic on-site reviews of Title I and Title II lenders to determine compliance with loan origination and servicing procedures and requirements, Fair Housing and RESPA.

Identifies actions necessary for the correction of the lender's deficiencies, requiring compromise with the framework of risk management and cooperation between various Headquarters and field personnel.

Factor 1, Knowledge Required by the Position

A comprehensive knowledge of the principles, methods, practices and techniques of marketing, promoting, establishing and managing new property disposition agreements with local governments and local community based nonprofit development cooperation. Directs a national property disposition program conveying complex information on HUD's activities that affect the property disposition program. Gains acceptance of the HUD proposals providing benefit to the public and specialized groups. This includes:

A comprehensive of knowledge of Real Estate principles and practices;

Serves as an expert to HUD's top management officials participating in the formulation and articulation of the overall plans for the property disposition program;

A comprehensive knowledge of marketing and marketing techniques;

Skill in developing written materials to convey information concerning the property disposition program;

Skill in responding orally to property disposition functions or performance, to logically and effectively explain the program, functions and activities and gain understanding of HUD's efforts by concerned publics;

Skill in establishing and maintaining effective working relationships with individuals and groups interested in or affected by the property disposition program, creating meaningful communication and interchanges between team and HUD;

Skill in evaluating the effectiveness of the property disposition program as operated, analyzing feedback from the media and public, and developing recommendations to improve the internal operation and enhance the overall property disposition program.

Factor 2, Supervisory Controls

The incumbent works under the broad supervision of the respective Homeownership Center Director, who provides assignments in terms of broadly stated objectives and goals. With prior approval, the incumbent has the latitude to provide exploratory concepts to unique situations in attaining Departmental goals and objectives. The results of the incumbent's work is considered technically authoritative and evaluated in terms of meeting the objectives of the Department.

Factor 3, Guidelines

Guidelines, in the form of HUD and Housing policies and precedents contained in directives, are broadly stated and of limited use in applying them to specific situations encountered by the specialist.

The specialist uses seasoned judgment in deviating from acceptable communication practices or strategies to develop methods appropriate to specific issues or problems.

Factor 4, Complexity

Assignments include planning, designing, executing, and evaluating the property disposition program, the maintenance of effective working relationships with specialized groups and the development of recommendations to improve program effectiveness.

Decisions regarding what needs to be done involves analyzing the information needs of various segments of the public; determining the most effective approaches to employ in reaching the specialized public, modifying strategies or plans to more effectively communicate the property disposition program and function, and providing information to refute undue criticism.

The work involves obtaining feedback from the public and governments in developing new approaches to use in meeting the needs and the goals of HUD's property disposition program.

Factor 5, Scope and Effect

The purpose of the work is to develop new or alternative means of providing information that will enhance the public's understanding and support for the property disposition program. The work affects HUD's attainment of program goals, understanding of functions and activities by groups and individuals dependent upon such services and efforts. Purpose of the work is to provide a comprehensive level of expertise in identifying and providing innovative solutions to critical problems affecting the program or issues related to a variety of program applications.

Factor 6, Personal Contacts

Personal contacts are with HUD officials, representatives of the news media, national organizations and State and Federal Government officials. Contacts are characterized as involving meaningful interchanges of views on matters of critical importance to the Department and the property disposition program.

Factor 7, Purpose of Contacts

Contacts are to advise program officials on problems involved in communicating information to affected public; with news media and national organizations interested in the Department's program to explain and defend the program, function and performance in these areas against undue criticism. Contacts are to exchange dialog and to provide persuasion in influencing specific groups to accept HUD's point of view or policy position.

Factor 8, Physical Demands

The work of this position is principally sedentary requiring a minimum of physical exertion.

Factor 9, Work Environments

Work is performed in an office setting.