

POSITION DESCRIPTION

DIR, RENTAL ASST QUALITY ASSURANCE DIV, GS-1101-14

SETID	HUD01	JOB CODE	HH0412	DATE	04/11/2007	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	DIRECTOR, RENTAL ASSISTANCE QUALITY ASSURANCE DIVISION								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	William S Fox								
CLASS STANDARD	GSSG								
DATE CLASSIFIED	04/11/2007								

MAJOR DUTIES

Director, Rental Assistance Quality Assurance Division, GS-1101-14

This position is located in the Office of Housing, Office of the DAS for Multifamily Housing Programs, Office of Housing Assistance and Contract Administration Oversight, Rental Assistance Quality Assurance Division. The incumbent serves as Director of the Rental Assistance Quality Assurance Division. The primary work of the Division is the review and approval of all Section 8 Program financial documents relating to assisted housing programs administered by housing agencies (contract administrators) and private entities such as management agents and owners. The Division's mission is to provide timely and accurate rental assistance payments to owners, managers and contact administrators. The incumbent has oversight responsibility for the management, administrative, and technical direction of the Division and is accountable for the efficient and effective operation of the Division and for the accomplishment of goals. The incumbent, reporting to the Director, Office of Housing Assistance and Contract Administration Oversight, is responsible for working in conjunction with Division, Multifamily Hubs and other entities on cross program activities, outreach and the provision of technical assistance to owners, managers and contract administrators.

Incumbent performs the following:

- Directs a staff of professional and technical staff with knowledge of the Section 8 programs' financial management operations and activities. The staff provides technical assistance, funding coordination, funding reservations and approvals for agencies entities administering Section 8 programs. The staff also regularly communicates with and provides related technical assistance to the various Multifamily Hubs and Program Center field staff and Headquarters staff. The incumbent directly supervises subordinate supervisors managers and staff in the Division.
- Applies new and existing policy and procedural instructions issued by Headquarters' offices for staff and agencies entities. Assures that goals objectives, deadlines and service requirements established by the Office of Housing are achieved. Establishes processing priorities and maintains quality control over all assigned functions.
- Maintains contacts with agency entity directors owners managers, Federal government officials, private sector executives, and associations to communicate procedural or policy changes related to Section 8 financial management activities.
- Provides administrative and technical supervision of assigned staff including: evaluating subordinate supervisors; hearing and resolving group grievances; reviewing and approving disciplinary actions; managing travel, staff and equipment resources; providing training for staff; and ensuring that the agency's Affirmative Action Plan is met. Directs the personnel management activities of the Division within the prescribed policies, procedures, rules and regulations.
- Assesses agencies entities' performance, concerns, broad trends, and technical assistance needs and communicates the results to appropriate Multifamily Hubs or Headquarters staff. Develops a plan in keeping with the Department's Management Plan to meet the performance standards established through the Government Performance and Results Act.
- Ensures the efficient deployment of limited HUD resources and funding by conducting long and short term planning. Conducts evaluations and implements appropriate strategies, which improve the

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effectiveness of the organization allowing it to adjust to changing conditions.

- Ensures the accuracy of automated systems (i.e., HUDCAPS, TRACS, MTCS, PAS, etc.) through information input and maintained by subordinate staff. Responsible for the identification of system requirements for the enhancement or integration of existing systems as well as the technical support needs. Ensures the testing and acceptance of any software modifications.
- Ensures policy implementation and provides constructive feedback to the Office Director and takes and or recommends action on special initiatives. Coordinates activities with Field Office program directors and other staff.
- Establishes and maintains information and organizational links with the Multifamily Hubs, program centers, and other Departmental entities.
- Speaks for and represents the Office of Multifamily Housing Programs and the Department in industry and public meetings on all matters relating to the Division.
- Works with Headquarters to establish goals and objectives for the Division. Assures that staff is aware of established goals and that short and long-range work plans support accomplishment of goals and objectives. Responsible for the accurate and timely reporting of operations and activities of the Division as required by the Office Director.
- Responsible for overseeing the preparation and administration of all contracting functions within the Division to ensure the prevention of waste or mismanagement of funds.

Factor 1 - Program Scope and Effect

The incumbent directs a staff of subordinate supervisors, analysts and technical staff who provide financial management and processing assistance to agencies entities and Hub Field Offices throughout the nation. In this capacity, the incumbent must have a comprehensive knowledge of and skill in applying the rules, regulations, statutes and other controlling documents pertaining to all Section 8 programs funded by the Department. The incumbent must also have expert knowledge in Section 8 programs administered by the Office of Multifamily Housing Programs, as well as the Multifamily programs in order to effectively oversee the operations of the Division, prioritize work and adjust staff, contract and travel resources in order to accomplish work in accordance with established timeframes.

Incumbent must possess an expert knowledge of HUD's personnel management policies, processes and procedures is required along with knowledge of HUD's procurement and contracting policies, as well as the Federal Acquisitions Regulation (FAR).

Factor 2 - Organizational Setting

The incumbent reports to the Director, Office of Housing Assistance and Contract Administration Oversight. The incumbent receives only general direction and has full responsibility for the management and direction of the Division. Performance of the incumbent is reviewed for adherence to policies and regulations and the accomplishment of the goals and objectives for the Division.

Factor 3 - Supervisory and Managerial Authority Exercised

Through the Office Director and in addition to exercising basic supervisory responsibilities, the incumbent directs, coordinates, oversees, and evaluates the work of subordinate supervisors and staff; hears and resolves grievances; approves expenses involving training, travel and overtime; implements ways to improve production; and makes selections for subordinate supervisory and non-supervisory positions.

Factor 4 - Personal Contacts

Sub-factor 4A - Nature of Contacts

Contacts are with executive and Federal government officials, Headquarters and field managers, managing agents, site management, State housing officials, as well as the general public.

Sub-factor 4B - Purpose of Contacts

Contacts are made to assure that the Department's Section 8 financial performance objectives are met and legal, policy directives are adhered to and the Department's mission is promoted.

Factor 5 - Difficulty of Typical Work Directed

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Duties classified at the GS-12 level constitute at least 25% of the basis non-supervisory work of the Division.

Factor 6 - Other Conditions

The incumbent makes recommendations and decisions on Section 8 programs and issues involving extremely complex economic and political factors. The incumbent makes recommendations on changes in the organizational structure and short and long range goals, objectives, resources and schedules to meet changes in programs, funding and legislation.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-3	550
2-2	250
3-3	775
4a-3	75
4b-3	100
5-7	930
6-5	1225

Total 3905 = GS-14 (3605 - 4050)