

POSITION DESCRIPTION
ACCOUNT EXECUTIVE, GS-1101-09

SETID	HUD01	JOB CODE	FH0990	DATE	05/22/2014	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	09	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Account Executive								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Exceptn 6	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	08/05/2013								

MAJOR DUTIES

ACCOUNT EXECUTIVE
 GS-1101-09
 PD# FH0990

CAREER LADDER

PD# FH0991: GS-1101-11
 PD# FH0990: GS-1101-09

INTRODUCTION

This position is located in the Asset Management Division in the Multifamily Hub or Satellite Office and is supervised by the Branch Chief of the Account Executive Team. In order to fulfill the roles and responsibilities of this position, the incumbent will need substantive and practical knowledge of a wide range of policies and procedures for the servicing of the FHA multifamily mortgage insurance programs, the Section 202 and 811 Capital Advance programs, and the Section 8 Project Based programs. The incumbent should have general knowledge of mortgage loan originations for FHA multifamily mortgage insurance programs. While acting as a representative of HUD and the Multifamily Hub Satellite Office, the position requires independent action in conducting investigations, making determinations, and recommendations that involve the FHA multifamily housing program areas.

The duties of this position are similar to the duties in the full performance level position description, except that during the developmental phases the incumbent works according to the following factors.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the principles, concepts, and methodology of a professional or administrative occupation. Usually this knowledge is obtained through a four year college degree program or its equivalent in experience and training. In addition, the work requires skill gained through job experience to permit independent performance of recurring assignments or gained through graduate study and experience. The assignments are above entry-level assignments.

FACTOR 2 - SUPERVISORY CONTROLS

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out each step and handles problems and deviations according to instructions, training, and accepted practices of the profession. Completed work is reviewed for technical soundness, appropriateness, and conformity to policy and requirements.

FACTOR 3 - GUIDELINES

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Guidelines are available but are not completely applicable to the work or have gaps in specificity.

The employee uses judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions, for application to specific cases or problems. The employee analyzes results and recommends changes.

FACTOR 4 - COMPLEXITY

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment. The chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

FACTOR 5 - SCOPE AND EFFECT

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions.

FACTOR 6 - PERSONAL CONTACTS

The personal contacts are with employees within the immediate organization and in related support units. Contacts with the general public are limited.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and have basically cooperative attitudes.

FACTOR 8 - PHYSICAL DEMANDS

The work is sedentary. Typically the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts. No special physical demands are required to perform the work.

FACTOR 9 - WORK ENVIRONMENT

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

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

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MAJOR DUTIES AND RESPONSIBILITIES

Understand new developments in the market place that could have a potential impact on the business and search for opportunities to enhance our business practices to adapt to market changes. Provide recommendations to the Senior Account Executive and or Branch Chief on adjusting the business strategy to adapt to changing market conditions.

Provide HUD staff, lenders and other stakeholders with excellent customer service.

Ensure that all policies and procedures are properly observed, all transactions are conducted with authorized personnel, all records and contracts are complete and up to date, and all customer position limits risk tolerances are observed.

Participate in team discussions, prepare reports for management, represent the Department in discussions with key stakeholders, and provide lender profiles summaries on an *as needed* basis.

Responsible for providing recommendations to the Senior Account Executive and or the Branch Chief for all loan level and deal level credit decision making. Works with Production staff to provide input on new loan applications including information about market conditions, management agent and owner.

Contribute to portfolio management and oversight:

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Review and analyze property-level financial statements, including monthly accounting reports and other property financial data .

Review of annual operating budgets, rent levels on properties including any subsidized assets in the assigned portfolio.

Participate in monthly review of the Watchlist assets. Monitor the portfolio for potential or imminent defaults and proactively communicate relevant pre-default information to the Senior Account Executive and or Branch Chief.

Monitor communicate any potential operational risk to the Senior Account Executive or Branch Chief.

Review borrower requests related to leases, collateral releases substitutions, letters of credit, changes in property management, reserve holdback release, loan extensions and loan modifications, interest rate reductions, and other project-related requests and forward to respective approving official.

Review loan covenants such as Loan to Value Ratio (LTV), Debt Service Coverage Ratio (DSCR), and Interest Service Coverage Ratio (ISCR) to determine that the risk attached to the mortgage loan does not unexpectedly deteriorate prior to maturity.

Serves as HUD's primary point of contact for projects assigned for owners management agents, tenants, Federal, State and local governmental agencies, congressional interests, other external organizations and senior level managers.

Responsible for maintaining individual project timelines as they relate to the management plan goals. Participates in timeline programming decisions affecting long and short range courses of action for assigned projects.

Provides input to owners management agents on operating budgets established for the assigned portfolio as needed.

Analyzes all financial statements and project operations to determine current financial and physical strengths and weaknesses, and to identify unauthorized expenditures of funds, adequacy of reserves, and insufficient working capital and cash flow.

Recommend enforcement actions and complete follow-up on enforcement actions initiated. When necessary, recommendations to refer projects to the Departmental Enforcement Center for enforcement should be made to the Branch Chief.

Oversees the assigned subsidized portfolio:

Oversees the assigned subsidized portfolio: Works with the Performance Based Contract Administrator (PBCA), Traditional Contract Administrator (TCA) and their subcontractor when appropriate to insure compliance with HUD requirements; process all contractually obligated paperwork for HUD-administered contracts including Project Rental Assistance Contracts (PRAC) properties; perform administrative oversight on the TCA and PBCA properties and provide feedback to the Contract Administrator Oversight Monitor (CAOM) regarding any noted performance issues.

Performs comprehensive Management and Occupancy Reviews on properties in the assigned portfolio based on risk, when necessary.

FACTOR LEVELS

FACTOR 1--KNOWLEDGE REQUIRED BY THE POSITION: 1250 Points

Knowledge of and experience in commercial real estate specializing in multifamily housing

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Knowledge of underwriting multifamily mortgage loans

Knowledge of Multifamily subsidy programs i.e. Section 8, PRAC, Rental Assistance Program, Rent Supplement

Aggregate portfolio management experience.

Strong oral and written communication skills.

Ability to perform financial analysis on a multifamily property.

Knowledge of HUD's statutes, regulations, and mortgage servicing policies and procedures relating to various multifamily housing program areas.

FACTOR 2 - SUPERVISORY CONTROLS: 450 Points

Incumbent is under the direct supervision of the Branch Chief, who works with the incumbent to establish overall objectives and direction of work performed. Within this framework, the incumbent is expected to work independently in prioritizing and carrying out the assigned duties within office and branch policy, with completeness and accuracy. Controversial questions, highly sensitive matters and issues requiring a higher level of servicing and oversight are referred to the Senior Account Executive and or Branch Chief. The incumbent's work is not normally reviewed while in process, but is reviewed upon completion in terms of overall objectives of HUD policy, organizational goals, and objectives. Assignments may be received on an individual basis or as routine daily work assignments.

FACTOR 3 - GUIDELINES: 275 Points

Standard reference books, HUD manuals, dictionaries, HUD releases and guidelines are available as needed for reference purposes. In order to accomplish the desired results, the incumbent is expected to consult and apply these references as well as other existing policies, precedents, and practices which may not be completely applicable and specific to the work and deal with matters relating to judgment, efficiency and relative priorities rather than with procedural concerns.

FACTOR 4 - COMPLEXITY: 225 Points

The incumbent applies practical knowledge of HUD multifamily housing programs and procedures to analyze, make sound decisions, and resolve issues within the assigned multifamily portfolio. The incumbent must apply knowledge, reason, and logic commensurate with the complexity of the assigned portfolio to arrive at reasonable, practicable and sound decisions that results in meeting the agency's goals and providing valuable resources to program recipients. The incumbent must use sound judgment when making decisions that impact the Department. The incumbent recommends new and innovative approaches to compile issues and suggests changes to management and program officials. Incumbent must be able to work effectively with all levels of the office staff in order to promote harmonious cooperation.

FACTOR 5 - SCOPE AND EFFECT: 225 Points

The responsibilities assigned to this position are for the purpose of developing and managing the HUD multifamily housing portfolio. The position serves as the principal focal point for HUD clients in the development and management of HUD's multifamily housing programs. The incumbent informs the public of HUD's multifamily housing programs and provides assistance for these programs. Services and recommendations emitting from this position are comprehensive because of their effect on clients. Recommendations for approval or disapproval of an application, the restriction or termination of projects, legal actions, and the overall success or failure of the Department's objectives are involved.

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FACTOR 6 - PERSONAL CONTACTS: 180 Total Points

Personal contacts include visitors from other offices within the Department of Housing and Urban Development, representatives of Public Housing Authorities, city governing bodies, legal aid, sponsors, mortgagees, community groups, and professional groups. The incumbent has extensive working relationships with people doing business with the Department such as sponsors, contractors, architects, mortgagees, residents, and local governmental officials, and must use a high degree of tact in his her contacts and professional judgment.

FACTOR 7 - PURPOSE OF CONTACTS: Combined with Factor 6

Contacts are with managers to advise and influence on recommendations to multifamily housing programs and policies; to provide technical assistance, and exchange information. The incumbent must resolve differences and overcome resistance from individuals or community groups regarding the way that policies are being interpreted or applied, or regarding the incumbent's decisions recommendations. The incumbent enhances Department public relations; gives and obtains information; sets up meetings or arranges travel; and coordinates and ensures the release of correspondence and reports within required deadlines.

FACTOR 8 - PHYSICAL DEMANDS: 5 Points

This position places no physical demands on the employee. The work includes some walking, standing, bending and carrying of light items such as paper and books.

FACTOR 9 - WORK ENVIRONMENT: 5 Points

The work of this position involves the normal risks and discomforts typical of an office environment. Occasional travel may be required.

Total Points: 2615

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.)

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