# POSITION DESCRIPTION

# Assistant Secretary for Community Planning and Development, Department of housing and urban development

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | To create strong, sustainable, inclusive communities and quality, affordable homes for all. |
| Position Overview | The assistant secretary for community planning and development is responsible for developing viable communities by promoting integrated approaches that provide decent housing and a suitable living environment and expand economic opportunities for low- and moderate-income persons. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Deputy Secretary[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary for community planning and development managed a fiscal 2015 budget of $301 million and oversaw 747 employees.[[3]](#endnote-3) |
| Primary Responsibilities | * Develops strategic and budgetary plans for the mission area
* Manages senior staff and operations
* Serves as the key contact point with the secretary on matters involving those areas and testifies to Congress as needed
* Serves as the principal advisor to the secretary and deputy secretary on planning, developing, administering and coordinating all programs of the Office of Community Planning and Development
* Oversees the Community Development Block Grant programs for entitlement communities, state and small cities, and insular areas; disaster recovery assistance; economic development for renewal communities and empowerment zones, including loan guarantee programs and Brownsfields economic development; and HOME investment partnerships program, including special needs assistance programs and community viability programs[[4]](#endnote-4)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Substantial senior management and leadership experience
* Demonstrated knowledge of key community development issue areas
* Experience in strategic planning, staff management and budget oversight
* A strong record of achievement in public policy and/or public sector management and background in state or local governance
* An advanced degree (preferred)
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| Competencies | * A demonstrated ability to develop and maintain productive relationships with government officials at federal, state and local levels; colleagues; and members of Congress and their staffs
* An entrepreneurial spirit and a demonstrated capacity for rigorous and dispassionate thinking
* A successful history of managing, motivating, supporting and leading a team, as well as experience in shaping and sustaining a program in a community development, academic, public or nonprofit setting
* Outstanding communication skills and ability to appear before the media
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| **PAST APPOINTEES** |
| Mercedes Marquez (2009 to 2012): General Manager, Los Angeles Housing Department; Vice President, McCormack Baron Salazar, Inc.; Senior Counsel to Secretary Andrew Cuomo, Housing and Urban Development[[5]](#endnote-5) |
| Susan D. Peppler (2008 to 2009): Deputy Administrator, Office of Intergovernmental Affairs, General Services Administration; Mayor, Redlands, California; Director of Housing, Inland Empire Division, League of California Cities[[6]](#endnote-6) |
| Pamela Hughes Patenaude (2001 to 2007): State Director and Deputy Chief of Staff, Senator Bob Smith; Vice President, Manor Homes Builders, Inc.; Administrator, New Hampshire Housing Finance Authority[[7]](#endnote-7)  |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. http://nlihc.org/sites/default/files/2014AG-43.pdf [↑](#endnote-ref-2)
3. Leadership Directories [↑](#endnote-ref-3)
4. OPM [↑](#endnote-ref-4)
5. http://www.businessfwd.org/speakers/mercedes-marquez [↑](#endnote-ref-5)
6. http://www.allgov.com/officials/peppler-susan?officialid=28702 [↑](#endnote-ref-6)
7. http://jrthousing.org/leadership/ [↑](#endnote-ref-7)