# POSITION DESCRIPTION

**assistant secretary for congressional and intergovernmental relations, 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 Congressional and Intergovernmental Relations is the principal advisor to the Secretary, Deputy Secretary and senior staff with respect to legislative affairs, congressional relations and policy matters affecting federal, state and local governments, and public and private interest groups. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Housing and Urban Development |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, HUD had $35,527 million in outlays and 8,059 total employment. The Assistant Secretary for Congressional and Intergovernmental Relations manages a staff of about 17. |
| Primary Responsibilities | * Coordinates congressional and intergovernmental relations activities involving program offices to ensure the effective and accurate presentation of the Department's views
* Cooperates with the Office of General Counsel and program offices in developing the department's position on all relevant legislative matters
* Coordinates the presentation of the department's legislative and budget program to Congress
* Monitors and responds to the HUD-related activities of the department's congressional oversight, authorizing and appropriations committees
* Serves as the principal departmental advocate before Congress for HUD's legislative initiatives and other legislative matters
* Ensures that all testimony and responses to congressional inquiries are consistent with the Secretary's and the administration's views
* Helps resolve differences with the Office of Management and Budget during the development of the department's proposed budget and legislative program.
* Provides functional supervision and is ultimately responsible for the congressional relations activities of HUD's regional and field offices
* Keeps the Secretary informed on all legislative matters affecting the department
* Provides guidance to program offices in resolving intradepartmental policy differences on legislative matters and aides in resolving differences between the department and the Office of Management and Budget on legislative concerns
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Experience working in the House and/or Senate and a strong understanding of congressional and federal government procedures
* Strong congressional relationships
* Understanding of politics as well as policy
* Understanding of the authorization process
* A record of working with both Republicans and Democrats
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| Competencies | * Strong leadership skills
* Ability to work as a team
* Ability to work under high pressure
* Ability to work across party lines
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| **PAST APPOINTEES** |
| Erika Moritsugu (2014 to 2017) – Deputy Assistant Director for Legislative Affairs, Consumer Financial Protection Bureau; Deputy Legislative Director, Sen. Daniel Akaka; Staff Director, Senate Democratic Policy Committee |
| Peter Kovar (2009 to 2013) – Acting Chief of Staff at HUD; Chief of Staff to Rep. Barney Frank; Staff of Sen. John Kerry |
| Sheila Greenwood (2008 to 2009) – Deputy Chief of Staff at HUD; Director of Legislative Affairs, Office of the Federal Coordinator for Gulf Coast Rebuilding; Vice President, Washington D.C. Government Relations branch for Citigroup |

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)