# POSITION DESCRIPTION

# Assistant Secretary for Housing and Federal Housing Commissioner, Department of housing and urban development

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| **OVERVIEW** |
| Senate Committee | Banking, Housing and Urban Affairs |
| Agency Mission | Create strong, sustainable, inclusive communities and quality, affordable homes for all |
| Position Overview | The assistant secretary for housing and federal housing commissioner is responsible for overseeing the $400 billion Federal Housing Administration insurance portfolio, the largest mortgage insurer in the world. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of Housing and Urban Development[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2015, the assistant secretary for housing and federal housing commissioner oversaw a budget of $11.619 billion.[[3]](#endnote-3) In 2016, there were 980 nonseasonal full-time permanent employees in this office.[[4]](#endnote-4) |
| 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 in Congress as needed
* Oversees the $400 billion Federal Housing Administration insurance portfolio, the largest mortgage insurer in the world
* Runs the following: multifamily programs providing mortgage insurance to HUD-approved lenders to facilitate the construction, rehabilitation, purchase and refinancing of multifamily housing projects; single-family housing programs, including mortgage insurance to purchase new/existing homes and manufactured housing; regulatory programs designed to assist homeowners with home-buying and regulate real estate transactions; health care programs (hospitals and nursing homes financing); and the reverse mortgage program for seniors
* Advises the secretary on the above housing programs[[5]](#endnote-5)
* Oversees the Office of Risk Management, which has its own deputy assistant secretary who oversees taxpayer risk of the various programs
* Chairs the Mortgagee Review Board, which includes the HUD general counsel, inspector general and other key staff
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Technical expertise in lending, especially single-family lending experience (critical)
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| Competencies | * Management and leadership skills
* Strong communication skills and ability to appear before the media and conduct testimonies
* Strong finance skills
* Ability to identify and recruit core talent
* Ability to work under pressure
* Ability to handle sensitive matters
* Willingness to travel
* Strong negotiation skills
* Ability to work across a matrixed organization
* Ability to work across partisan lines
* Ability to negotiate complex subjects with other leaders in the department with different priorities, and ability to build internal alliances
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| **PAST APPOINTEES** |
| Carol J. Galante (2012 to 2014): Deputy Assistant Secretary for Multifamily Housing Programs, Department of Housing and Urban Development; Member, California Housing Finance Agency, Business Transportation and Housing Agency, State of California; President and Chief Executive Officer, BRIDGE Housing Corp.[[6]](#endnote-6) |
| David H. Stevens (2009 to 2011): President and Chief Operating Officer, Long & Foster Realtors; President, Affiliated Businesses, Long & Foster Realtors; Executive Vice President, National Wholesale Manager, Wells Fargo & Company[[7]](#endnote-7) |
| Brian D. Montgomery (2005 to 2009): Chair and Operational Lead, Hurricane Katrina Disaster Relief Effort Coordinators, Department of Housing and Urban Development; Deputy Assistant to the President and Cabinet Secretary, Office of Cabinet Affairs, Executive Office of the President, George W. Bush Administration; Deputy Assistant to the President and Director of Advance, Executive Office of the President, George W. Bush Administration[[8]](#endnote-8) |

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. Partnership for Public Service analysis of FedScope data [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. Leadership Directories [↑](#endnote-ref-6)
7. Leadership Directories [↑](#endnote-ref-7)
8. Leadership Directories [↑](#endnote-ref-8)