# POSITION DESCRIPTION

**deputy secretary, 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 Deputy Secretary of Housing and Urban Development is the chief operating officer of the Department of Housing and Urban Development. The Deputy Secretary assists the Secretary in the performance of his/her duties and responsibilities, and serves as Acting Secretary in the absence of the Secretary. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[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. Non-presidentially appointed, Senate confirmed (PAS) positions at the HUD would report to the Deputy Secretary. However, as chief operating officer, the Deputy Secretary will manage people from all over the organization, not just those in his or her direct office. |
| Primary Responsibilities | * Executes the President’s and Secretary’s strategic plan for the agency by dealing with the overall operations; manages the individual departments; and integrates mission-support functions with program and policy objectives
* Works with peers in other agencies, the Office of Management and Budget, stakeholders (like local or state governments) and, at times, Congress
* Resolves interagency conflict
* Serves as a key advisor to the Secretary on all matters pertaining to the agency
* Ensures that the agency’s components are delivering their programs and services with integrity, and in an effective and efficient manner
* Develops and manages complementary internal management processes that coordinate across programs
* Represents the Secretary in public and private meetings including dealings with the White House, Congress, state governments and trade groups
* Oversees internal Government Performance and Results Act processes
* Works closely with the Secretary, Chief of Staff and CXOs
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration]  |
| **Requirements** |
| Competencies | * Demonstrated ability to resolve conflicts within a large organization
* Comfortable taking charge when leading and managing the agency, since deputy secretaries often have very vague or undefined statutory responsibilities and authorities
* Ability to establish positive relationships with co-workers and external stakeholders
* Ability to forge strong congressional relationships (preferred)
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| Requirements | * Proven ability and experience leading and managing a large and complex enterprise
* Previous experience with federal government enterprise operations
* Understanding of core services, programs and initiatives delivered by the agency’s key departments
* Experience dealing with high-profile stakeholders
* Experience leading through unexpected crisis situations (preferred)
* Familiarity with the federal budget process (preferred)
* Known within housing, mortgage finance, real estate or related fields, or served as an elected official at the state or federal level
* Working knowledge of applicable committees and subcommittees including House Financial Services Committee; Senate Committee on Banking, Housing, and Urban Affairs; House/Senate Appropriations
* Familiarity with the numerous trade associations including for-profit and nonprofit owners/developers/managers and stakeholder organizations that deal with HUD issues as part of their respective missions and objectives
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| **PAST APPOINTEES** |
| Nani Coloretti (2014 to 2017) – Assistant Secretary for Management at the United States Department of the Treasury; Treasury Department's Deputy Assistant Secretary for Management and Budget; helped establish the Consumer Financial Protection Bureau as its Acting Chief Operating Officer; led the development and implementation of San Francisco's $6 billion dollar annual budget and advised the Mayor on multiple policy areas |
| Maurice Jones (2012 to 2014) – President and publisher of Pilot Media; Vice President of the Landmark Publishing Group within Landmark Media Enterprises; Deputy Chief of Staff to former Virginia Governor Mark Warner; Commissioner for the Virginia Department of Social Services; Legal Counsel, Deputy Director for Policy and Programs, and Director of the Community Development Financial Institutions (CDFI) Fund at the Department of the Treasury |
| Ron Sims (2009 to 2011) – Executive for King County, Washington |
| Roy Bernardi (2004 to 2009) – Assistant Secretary for Community Planning and Development at HUD; 51st Mayor of the City of Syracuse, New York |
| Alphonso Jackson (2001-2004) – president of American Electric Power-Texas; vice president of corporate resources for CSW Energy and International in Dallas; Chairman of Texas General Services Commission; president and chief executive officer of the Housing Authority of the City of Dallas; director of the Department of Public and Assisted Housing for Washington, D.C. |

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)