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Office Of Lead Hazard Control

Department: **Department Of Housing And Urban Development**

Agency: **Housing & Urban Development, Office of Healthy Homes and Lead Hazard Control**

Job Announcement Number: 00-ER-05-0005A

Vacancy Announcement

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U.S. Department of Housing
and Urban Development

Notice of
Position Vacancy

Senior Executive Service

VACANCY ANNOUNCEMENT AMENDED TO EXTEND THE CLOSING DATE, AND TO MAKE CHANGES TO THE DUTIES STATEMENT.

Vacancy No. 00-ER-05-0005A

Issue Date January 4, 2005

Closing Date February 28, 2005

Position Director, Office of Healthy Homes and Lead Hazard Control,
ES-340
(General)

Salary Pay Rate to be determined by Selectee's

Qualifications. Minimum salary for

SES Members in the Washington, D.C. Metropolitan Area is
\$104,927 Per Annum.

Location Headquarters, Office of Healthy Homes and Lead Hazard Control,
Washington, D.C.

Area of Consideration Open to All Qualified Persons

The Department of Housing and Urban Development provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify the Department. The decision to grant reasonable accommodation will be made on a case-by-case basis.

Duties

The Office of Healthy Homes and Lead Hazard Control is responsible for providing direction and coordination of healthy homes initiatives that include lead hazard control. The Director provides information to assist parents and other adults in

protecting children from health, safety, and lead-based hazards found in the home. The Director ensures the development and proposal of regulations, guidelines, and policies applicable to a healthy home environment, lead-based hazard control and abatement, and other home safety issues, including managing the development and prescription of policies governing the program; recognizing new and unusual threats to home safety, particularly as they relate to lead-based hazards; creating opportunities for beneficial liaisons with industries involved in home construction and products; identifying and exploiting opportunities to promote home health initiatives and lead-based hazard abatement; and representing HUD at forums relative to home health, safety, and lead based hazard control.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQ's)

The five ECQ's described below are considered necessary for successful performance in any Senior Executive Service position. The basic definition for each ECQ is supplemented with the key characteristics to demonstrate possession of the ECQ. Applicants must meet the five mandatory ECQ's to be eligible for initial consideration.

1. LEADING CHANGE

Encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity-to-continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Key Characteristics:

- a) Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- b) Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- c) Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- d) Being open to change and new information; managing ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- e) Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- f) Dealing effectively with pressure, maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

2. LEADING PEOPLE

Involves the ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Key Characteristics:

- a) Providing leadership in setting the workforce's expected performance

levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.

b) Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).

c) Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization.

d) Assessing employees' unique developmental needs and providing developmental opportunities that maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.

e) Fostering commitment, team spirit, pride, trust and group identity; taking steps to prevent situations that could result in unpleasant confrontations.

f) Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

3. RESULTS DRIVEN

Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Key Characteristics:

a) Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.

b) Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.

c) Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.

d) Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.

e) Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.

f) Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

4. BUSINESS ACUMEN

Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

Key Characteristics:

- a) Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- b) Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- c) Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- d) Overseeing procurement and contracting procedures and processes.
- e) Integrating and coordinating logistical operations.
- f) Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

5. BUILDING COALITIONS/COMMUNICATION

Involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Key Characteristics:

- a) Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups; listening effectively and clarifying the information; facilitating an open exchange of ideas.
- b) Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- c) Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.
- d) Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating "win-win" situations.
- e) Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
- f) Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

Applicants who meet the ECQ's described above will be further evaluated against the mandatory technical qualifications described below. Applicants must meet the mandatory qualifications requirements to be eligible for further consideration.

MANDATORY TECHNICAL QUALIFICATIONS:

1. Knowledge of programs and issues related to healthy safe homes, the environment and public safety, and lead-based hazard control and abatement.
2. Skill in developing, implementing, analyzing and ensuring compliance with programs, policies, procedures, and guidelines.
3. Ability to plan, manage, direct, and coordinate a wide variety of functions, organizational goals and performance objectives associated with a national program.
4. Ability to make clear and concise written and oral presentation to a variety of audiences.

Applicants who meet the above mandatory qualifications, will be further evaluated against the Desirable Technical Qualifications described below.

DESIRABLE TECHNICAL QUALIFICATION:

1. Skill in negotiating effectively with key internal officials, industry representatives, volunteer and special interest groups, state and local government organizations, and officials of other federal agencies to accomplish program objectives.
2. Skill in directing managing, promoting and supporting media campaigns designed to educate the public (public service)
3. Knowledge of federal housing programs and guidelines.

Note: As a supplement to your application, please provide examples of relevant experience, training, and personal achievements which address each of the Executive Core Qualifications, Mandatory and Desirable Technical Qualifications listed above. The examples should be clear and concise and show levels of accomplishment and degree of responsibility. Failure to address the above qualifications may result in your application being disqualified.

The following applicants may omit the five mandatory Executive Core Qualifications, but should address the Mandatory and Desirable Technical Qualifications factors: Those who are currently serving under Senior Executive Service (SES) career appointments or are eligible for reinstatement to the SES, and those who have successfully completed an SES candidate development program approved by the Office of Personnel Management (OPM). Reinstatement eligibles should include a copy of their Standard Form 50 (Notification of Personnel Action) documenting their career appointment to the SES. Graduates of OPM-approved candidate development programs should provide proof of OPM Qualifications Review Board certification.

HOW TO APPLY

1. All applicants must submit:
 - Job Application. You may use an OF 612 (Optional Application for Federal Employment), a resume or some other format as long as it includes the information

listed below. Failure to include this information may result in the loss of job consideration.

- Announcement number and job title.
- Your full name and mailing address, along with day and evening telephone numbers.
- Your social security number.
- Country of citizenship
- Name and location of colleges or universities you attended. Major field of study. Semester/quarter hours completed and date of graduation.
- Give the following information of your paid and unpaid work experience related to the job for which you are applying (Do not send job descriptions):
 - a. Job Title (include series and grade, if Federal)
 - b. Duties and accomplishments
 - c. Employer's name
 - d. Supervisor's name and phone number
 - e. Starting and ending dates (month/year)
 - f. Hours per week
 - g. Annual Salary
- List any other qualifications or training (e.g., honors, awards, special accomplishments, publications, memberships in professional societies, etc.) you have which you feel makes you a good candidate for this position.
- A copy of your most recent annual performance rating (current Federal employees only).
- A copy of your latest SF-50 (current Federal employees only).
- A narrative statement addressing each of the Executive Core, Mandatory Technical, and (if any) Desirable Technical Qualifications factors shown in this announcement.

2. Submit application material to:
Patrick Coates
Department of Housing and Urban Development
Office of Human Resources
Executive Personnel Management Division, Room 2158
451 7th Street, S.W.
Washington, DC 20410-3100

For more information please call (202) 708-1381

3. Applications must be received in the Office of Human Resources (Room 2158) by the closing date (office closes at 5:15 p.m.)

Applications received in postage-paid Agency (franked) envelopes, pouch mail, overnight mail at government expense, or over the facsimile machine will not be considered. The use of postage-paid Agency envelopes in filing job applications is a violation of Federal Law.

OTHER ESSENTIAL INFORMATION

-- Persons selected for their initial career appointment to the SES must have their executive core qualifications approved by the Qualifications Review Board, Office of Personnel Management, before their appointments can be made effective.

-- Each newly appointed career SES member must serve a 1-year probationary period.

- Veteran's preference does not apply to the SES.
- The selectee will be subject to a full-field background investigation and security clearance before being appointed to the position, and will be required to complete a Public Financial Disclosure Report, Standard Form 278.
- If this position has been designated as a Testing-Designated position, any individual tentatively selected for this position who is not currently a Department of Housing and Urban Development (HUD) employee will be required to submit to urinalysis to screen for illegal drug use prior to appointment. HUD employees tentatively selected will also be required to undergo urinalysis if they are not currently occupying a testing-designated position. Appointment to this position (if testing-designated) will be contingent upon a negative drug test result.
- Relocation allowances may not be authorized.
- Smoking is prohibited in the HUD Headquarters Building.

HUD employees are prohibited from owning Fannie Mae and Freddie Mac securities and from owning or acquiring property subsidized by Section 8 tenancies. HUD employees are also prohibited from the active participation in a business dealing with or related to real estate. This includes the sale and management of real estate. These interests are prohibited under the HUD Supplemental Standards of Conduct regulation at 5 CFR 7501. Certain HUD employees are required to file a financial disclosure Report.

The Department of Housing and Urban Development is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

HUD Is An Equal Opportunity Employer



Send Mail

Send Mail to:
Department Of Housing And Urban
Development
451 7th Street, S.W., Room 2158
Washington, D.C. 20410
Fax: 202-708-9077



Questions?

For questions about this job:
Patrick Coates
Phone: 202-708-1381
Fax: 202-708-9077

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