

DELEGATION OF AUTHORITY

This document serves as a delegation of authority to the Deputy Managing Director of Administration for the Federal Housing Finance Board. The Deputy Managing Director is empowered to:

1. Develop and administer the FHFB's human resource management program, including, but not limited to: classification, position management, compensation and benefits, staffing, recruitment, performance appraisal, awards and discipline.
2. Develop and administer the contract and purchasing program for the FHFB, including, but not limited to: development of contracting and procurement regulations and guidelines, preparation of purchase orders and contracts, procurement of goods and services needed to carry out the work of the FHFB.
3. Develop and administer the budget and financial management programs of the FHFB, including, but not limited to: development of the budget program and procedures, development of the financial management program and procedures, disbursement of funds, and audit and evaluation of the funds expended.
4. Develop and administer the facilities management program for the FHFB, including, but not limited to: procurement, through lease, rental or purchase of appropriate space, equipment, furniture, and other items needed to furnish and equip the FHFB.
5. Develop and administer the information resources management program of the FHFB, including, but not limited to: identification of information needed of the organization, identification of the most appropriate sources to procure the needed hardware and software, and identification of the most appropriate hardware and software to be used.
6. Development and administration of other administrative support programs needed to keep the organization functioning, including a travel program, courier service, mail and messenger services, and the like.

7. Development and administration of the secretariat function to ensure that the decisions of the Board of Directors and other important decisions and documents are appropriately preserved.

All decisions which have significant policy implications for the FHFB Board of Directors and staff are to receive approval by the Managing Director prior to implementation.

Agree Approved Disagree _____

Comment Approved

Date 1-26-90