

HOUSING PROGRAMS MANAGER

Commercial & Residential Rehabilitation Manager

Recruitment #1501-4995-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 1/27/2015 3:00:00 PM

Filing Deadline 3/18/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE.

Appointment and continued employment is at the pleasure of the Commissioner of City Development

PURPOSE

This position is responsible for overseeing, directing and coordinating the staff and programs for the Department of City Development's housing and neighborhood redevelopment activities.

ESSENTIAL FUNCTIONS

- Manage expenditure of federal CDBG and HOME funds, federal Neighborhood Stabilization Program (NSP) funds, and City Strong Neighborhood Program funds allocated to housing rehabilitation activity.
- Establish and implement procedures to ensure compliance with federal regulations and City policies with respect to loan applications, contractor participation and performance, fund disbursement, and reporting requirements.
- Direct the activities of housing and neighborhood redevelopment staff in order to achieve desired goals. Build and maintain a culture of outstanding client service and creative problem-solving.
- Formulate housing policy and new programming initiatives to respond to Mayoral priorities, neighborhood initiatives, and funding opportunities.
- Represent the department and Administration in policy and program discussions with elected officials, community partners, and philanthropic organizations.
- Serve as the public face of City's housing rehabilitation and preservation programs.
- Develop, cultivate and maintain partnerships with local community organizations, lenders, residents and other stakeholders to support the City's housing and neighborhood redevelopment activities.
- Provide direction and staff support to the Neighborhood Improvement Development Corporation (NIDC), a City-operated non-profit housing development organization. Set agendas for NIDC board meetings, recruit new board members, and communicate with board members to ensure board support for departmental initiatives.
- Seek and develop outside sources of funding (such as grants from foundations) to leverage resources for City housing initiatives.
- Assist in the preparation of the annual budget for the Department's housing and neighborhood redevelopment activities.

MINIMUM REQUIREMENTS

1. Bachelor's Degree from an accredited college or university in business, real estate development, public policy or a closely related field.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

2. Four (4) years of experience managing and coordinating neighborhood redevelopment activities and programs. Equivalent combinations of education and professional experience will be considered.

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3. Valid driver's license and properly insured vehicle at time of appointment and throughout employment. Mileage reimbursement is provided.

DESIRABLE QUALIFICATIONS

Master's Degree in business, real estate development, public policy or a closely related field.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of housing and redevelopment in an urban setting.
- Knowledge of housing policy and programming initiatives.
- Knowledge of grant funding and federal funding housing program initiatives to develop outside funding sources.
- Knowledge of management principles, program management and development, and public administration.
- Interpersonal skills to collaborate with a wide range of people across responsibility levels.
- Customer service skills to provide outstanding client service.
- Oral communication skills to communicate effectively with diverse groups of individuals and make presentations in public meetings.
- Written communication skills to create clear and concise business communications such as memos, reports, budget summaries, policies, procedures and performance reviews.
- Ability to plan, organize, prioritize and delegate work.
- Ability to establish and maintain effective working relationships with diverse customers including elected officials, business owners, contractors, the public and co-workers.
- Ability to integrate objectives, opportunities and resources.
- Ability to communicate complex information that can be easily understood by multiple audiences.
- Ability to recommend and implement solutions to complex problems.
- Ability to use tact, diplomacy, and excellent judgment when interacting with the public, elected officials, and employees of the City.
- Ability to use computer software and programs such as Microsoft Suite.

CURRENT SALARY

The current starting salary (PG 1FX) for City of Milwaukee residents is \$62,338 annually, and the non-resident starting salary is \$61,715. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the Department of City Development reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision.

Application deadline is **Wednesday, March 18, 2015**. Receipt of applications may be discontinued any time after that date.