

HOUSING REHABILITATION MANAGER

Recruitment #1505-5309-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 5/19/2015

Filing Deadline 6/8/2015 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 Housing Programs Manager.

PURPOSE

The Housing Rehabilitation Manager is responsible for the development, coordination, management and implementation of the department's housing and neighborhood loan and grant programs.

ESSENTIAL FUNCTIONS

- Coordinates and manages staff administering housing and neighborhood development loan and grant programs ensuring efficiency, program compliance and the highest level of customer service.
- Ensures and monitors compliance with program goals, project objectives, and local/federal regulations and requirements and contract provisions, including reviewing cost estimated rehabilitation scopes of work.
- Maintains relationships with partners, including local policymakers, community-based organizations and neighborhood residents, and assists with outreach to highlight the department's housing and neighborhood development loan and grant programs.
- Participates in program development and process improvement projects to ensure programs are meeting all applicable guidelines and are aligned with department goals.
- Participates in the development of annual operating and capital budgets for the department and monitors budgets throughout the year.
- Maintains records and prepares reports.
- Manages and develops Housing Rehabilitation and Housing Program Specialists.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- Bachelor's degree in business, architecture, real estate development, public policy or close 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 submitted with your resume and cover letter. Resumes without transcripts attached will be considered incomplete and will be rejected.

Housing Rehabilitation Manager (DCD)

- **Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.**
- **Three** years of experience supervising and coordinating neighborhood/housing redevelopment activities and programs. Equivalent combinations of education and experience will be considered.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of housing rehabilitation development, including residential rehabilitation/construction, housing rehabilitation standards, contract management and housing financing.
- Knowledge of the development of annual budgets.
- Knowledge of process improvement practices.
- Interpersonal skills to effectively work with diverse individuals at all levels of the organization and develop and maintain professional relationships with partners.
- Communication skills to make presentations at public meetings.
- Written communication skills to create clear and concise business communications such as memos, reports, budget summaries, policies, procedures and performance reviews.
- Organizational skills to plan, prioritize and delegate work within deadlines.
- Ability to plan and accomplish work within deadlines.
- Ability to manage and ensure ongoing development of a team of rehabilitation professionals.
- Ability to navigate a highly political environment.

CURRENT SALARY

The current starting salary (PG 1DX) for City of Milwaukee residents is \$54,865 annually, and the non-resident starting salary is \$53,519. 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: training and experience evaluation, written, oral or performance tests or other assessments methods. The Department of City Development reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.