

HOUSING REHABILITATION MANAGER **(Department of City Development)**

PURPOSE: Under the direction of the Commercial and Residential Rehabilitation Manager, the Housing Rehabilitation Manager plans, develops, coordinates, implements, and manages housing loan and grant programs for the Department of City Development.

ESSENTIAL FUNCTIONS:

- ◆ Coordinates housing loan and grant program activities.
- ◆ Coordinates the timely review and processing of client applications.
- ◆ Supervises technical, financial, and clerical staff, including coordinating and managing workload, making hiring recommendations, preparing performance appraisals, and handling disciplinary issues.
- ◆ Monitors compliance with program goals, project objectives, and local and federal regulations; ensures compliance by directing on-site construction inspections and records management.
- ◆ Plans, designs, and markets housing rehabilitation programs.
- ◆ Maintains records and prepares reports.
- ◆ Assists with developing annual operating and capital budgets.
- ◆ Performs other essential functions as required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in business administration, public administration, finance, construction management, or a related field from an accredited college or university.
 - **NOTE:** Copies of transcripts should be submitted with application -OR- sent to the City of Milwaukee, Department of Employee Relations, **ATTN:** Marti Cargile, Human Resources Representative, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Four years of progressively responsible experience in program management performing duties related to this position.
 - *Equivalent combinations of education and experience may also be considered.*
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.
5. Availability of a personal vehicle for use on the job (*mileage reimbursement provided*).

DESIRABLE QUALIFICATIONS:

- ◆ Supervisory experience.
- ◆ Experience with federal housing loan and grant programs.
- ◆ Experience working with community-based organizations focused on housing and neighborhood quality of life issues.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ◆ Knowledge of program management.
- ◆ Knowledge of real estate transactions.
- ◆ Knowledge of federal housing programs, regulations, and requirements.
- ◆ Knowledge of loan underwriting principles and standard practices.
- ◆ Knowledge of construction management, including housing code standards and rehabilitation cost estimating.
- ◆ Ability to learn about City of Milwaukee neighborhoods, their housing characteristics, and the housing needs of Milwaukee's residents.
- ◆ Supervisory skills, including assigning and auditing work, assisting and directing staff, and monitoring employee performance.
- ◆ Good judgment and the ability to make independent decisions.
- ◆ Analysis and problem-solving skills.
- ◆ Ability to plan, establish priorities, and complete work within deadlines.

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- ◆ Honesty and integrity.
- ◆ Commitment to customer service and satisfaction.
- ◆ Oral communication skills.
- ◆ Written communication skills, including the ability to prepare reports.
- ◆ Ability to work effectively with a variety of people, including loan clients, construction contractors, coworkers, City officials, representatives of other agencies, and the general public.
- ◆ Ability to use word processing and spreadsheet computer applications.
- ◆ Ability to perform accurate financial calculations.
- ◆ Ability to effectively use and generate database reports.

THE CURRENT SALARY RANGE (SG 07) IS: \$53,519-\$74,922 annually with excellent benefits. Recruitment is normally at the beginning of the range.

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 reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **January 14, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

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