

IN-REM PROPERTY DISPOSITION MANAGER

Department of City Development – Real Estate

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

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

PURPOSE: Direct activities and staff involved in the maintenance, marketing, preservation and disposition of more than 700 properties (many located in distressed neighborhoods) that are City-owned, tax-foreclosed (In-Rem) residential real estate (1 to 4 units). Approximately one-third of the units are occupied.

ESSENTIAL FUNCTIONS:

- Develop and implement strategies to ensure adequate management of City-owned improved property, including property inspection, leasing, tenant relations, and property maintenance.
- Devise and implement disposition strategies for In-Rem residential properties (1 to 4 units).
- Manage efforts to market and sell In-Rem residential properties to owner-occupants and responsible investors including non-profit housing agencies in conformance with Ch. 304, Milwaukee Code of Ordinances, and adopted buyer policies.
- Maintain records and data regarding the management, maintenance and sale of properties, including records of expenditures.
- Coordinate marketing efforts with resources that assist buyers to renovate their property, such as federal CDBG/HOME funded home-improvement loan products.
- Coordinate efforts with the Department of Neighborhood Services to ensure timely demolition of City-owned residential properties (1 to 4 units).
- Pursue ordinance and/or policy changes that accelerate the sales process, increase the pool of prospective buyers, reduce the costs of ownership and management of In-Rem property, and ensure that adequate resources are available for responsible management while property remains in City ownership.
- Provide ongoing updates to policymakers regarding the status of tax-foreclosed property maintenance, management and disposition.
- Oversee the expenditure of the Housing Infrastructure Preservation Fund, including identification of properties appropriate for investment, scope of work to be performed, and management of the construction process.
- Supervise and direct staff to set goals and monitor progress toward their achievement, provide ongoing feedback, complete annual performance evaluations, promptly address performance issues.
- Ensure that senior department management is aware of staff achievements and successes.

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

MINIMUM REQUIREMENTS:

- Bachelor's degree in Urban Planning, Real Estate, Business Administration Public Administration, or related field.
- Five years of significant professional level experience in municipal real estate management, management of home ownership programs, public program management, or related field.

- Valid driver's license and availability of a personal car at time of appointment and throughout employment. (Mileage allowance provided.)
- Residence in the City of Milwaukee within six months of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Excellent written and oral communications skills.
- Ability to make persuasive presentations.
- Knowledge of program management in municipal real estate.
- Ability to direct and supervise staff activities.
- Ability to deal with sensitive and controversial information.
- Ability to make decisions consistent with policies established by the Department and City ordinances.
- Ability to organize and execute an extremely high volume of diverse and complex assignments.
- Ability to meet deadlines in a rapidly changing work environment.
- Ability to perform well under pressure and work effectively on multiple projects simultaneously.
- Advanced proficiency in Microsoft Office (Microsoft Word, Excel, PowerPoint and Outlook) and database applications.

THE CURRENT SALARY RANGE (SG 1EX) IS: \$57,028 - \$79,836 annually with excellent benefits.

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 PROCEDURE:

Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751 or by visiting online at <http://city.milwaukee.gov/Employment> Opportunities.htm, <http://city.milwaukee.gov/jobs> or by email from the Department of City Development, City of Milwaukee, lahoffm@milwaukee.gov.

Applications should be returned to: Judith Allen, Dept. of City Development, 809 N. Broadway, Milwaukee, WI 53202 by November 21, 2012. Receipt of applications may be discontinued any time after that date.