

PROPERTY MANAGEMENT PROGRAM COORDINATOR

Recruitment #1601-4726-001

List Type Original

Requesting Department DEPT OF NEIGHBORHOOD SRVCS

Open Date 2/29/2016 5:45:00 PM

Filing Deadline 3/27/2016 11:59:00 PM

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Introduction

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

Purpose

Draw upon your background in community revitalization to make a tangible, positive difference in our City's neighborhoods by serving as the City's Property Management Program Coordinator. Under the direction of the DNS Operations Manager, the Property Management Program Coordinator is responsible for Department of Neighborhood Services (DNS) outreach programs, including the landlord training program, from developing, directing, and presenting the program to overseeing staff assigned to the program. The Property Management Program Coordinator also manages the outreach elements of the anti-graffiti program.

Essential Functions

- Oversee the scheduling and promotion of landlord training programs, and present programs to Milwaukee landlords and neighborhoods; ensure annual refresher courses and auxiliary training programs for landlords.
- Cultivate partnerships with local community based organizations (CBOs), financial institutions, homebuying counseling groups, fair housing council, residents, and other stakeholders to support the landlord training program, anti-graffiti program, and other departmental outreach efforts.
- Provide overall direction for various DNS outreach programs, and provide daily supervision of outreach staff to achieve desired goals, including supporting staff as they answer questions from citizens and City departments relating to DNS outreach programs.
- Monitor local, State, and federal laws that effect property management practices.
- Update presentations, manuals, video, and DVD resources to reflect changes in regulations.
- Seek and develop outside sources for funding for the landlord training program, anti-graffiti program, and other developmental initiatives, including grant writing and grant budget preparation.
- Prepare Community Development Block Grant (CDBG) activity reports, cost reports, grant reports, and other reports as needed.

Property Management Program Coordinator (DNS)

- Provide assistance to police and the district attorney's office regarding tenant landlord law and chronic nuisance problems in neighborhoods.
- Serve as DNS liaison to policy makers, and represent the department's outreach programs related to neighborhood crime prevention efforts.
- Provide in-service training to Milwaukee Police Department new recruits.
- Direct the translation services for various DNS outreach programs to be presented in Spanish and Hmong.
- Oversee the City's web page for landlord training information.
- Share information with other localities on how to start up a landlord training program in their areas.

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.

Conditions of Employment

- Due to the nature of this position, the Property Management Program Coordinator must be willing to work some evenings and weekends and will be required to flex his or her work schedule to accommodate a 40-hour work week.

Minimum Requirements

1. Bachelor's degree in communications, organizational development, business, construction, engineering, or related field from an accredited college or university.
2. Three years of progressively responsible experience in at least one of the following areas: program management, community organizing that addresses quality of life issues, coordinating neighborhood redevelopment activities, managing large scale rental properties, designing and conducting adult education programs, or other experience closely related to the essential functions listed above.
3. Wisconsin Driver's License at time of appointment and throughout employment and use of a properly insured vehicle on the job.

Equivalent combinations of education and experience may also be considered.

- **IMPORTANT NOTE:** 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. Your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

Knowledges, Skills, Abilities and Other Characteristics

Technical Knowledge:

- Knowledge of State statutes related to tenant/landlord issues, fair housing laws, civil rights, City ordinances, small claims court procedures, and other laws pertaining to the management of rental property.

Property Management Program Coordinator (DNS)

- Knowledge of and ability to create and manage grant proposals, budgets, and contracts.
- Ability to read and interpret technical work-related documents.
- Proficiency using word processing, spreadsheet, and presentation software as well as expertise navigating various legal and governmental web sites.
- Ability to learn and apply Crime Prevention Through Environmental Design (CPTED) principles.
- Commitment to continuous professional development.

Communication, Interpersonal, and Customer Service Skills:

- Written communication skills; ability to produce correspondence, reports, marketing materials, and other documents.
- Oral communication and presentation skills; ability to speak clearly, concisely, and persuasively.
- Interpersonal skills; ability to build and maintain effective working relationships with senior management, elected officials, colleagues, direct reports, landlords, tenants, translators, community partners, attorneys, law enforcement officials, and residents.
- Ability to serve citizens from varied socioeconomic, educational, and cultural backgrounds with sensitivity and in a professional manner.
- Customer service skills; ability to implement systems that will ensure consistently excellent service to the public.

Training and Supervisory Skills:

- Knowledge of adult learning principles; ability to develop and deliver interesting, energetic, and worthwhile training programs.
- Leadership ability and supervisory skills; ability to direct and coach staff engaged in outreach activities.

Critical Thinking and Organizational Skills:

- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.
- Ability to plan and organize work, coordinate resources, prioritize assignments, and complete projects within deadlines.

Current Salary

The current starting salary (PR 2HX) for City of Milwaukee residents is \$54,865 annually, and the non-resident starting salary is \$53,519. *Appointment above the minimum - up to \$68,030 - requires approval and will be based on qualifications and experience.*

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the City the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health, and dental benefits, paid time off including vacation, 11 holidays, sick leave accrual, and much more.

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 Neighborhood Services reserve 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.

INITIAL FILING DATE: The examination will be held as soon as practical after **March 24, 2016**. 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 of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.