

REAL ESTATE COORDINATOR II

Recruitment #1601-0561DC-001

List Type Original

Requesting Department DCD - MGMT & SPECIAL PROJECTS

Open Date 2/20/2016

Filing Deadline 3/14/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

What Milwaukee can offer YOU

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.

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 and sick leave accrual, and much more.

Purpose

Would you like to contribute to strengthening the urban environment by reducing the impact of residential foreclosures? Do you have a proven track record of successful disposition of real estate property as a Homebuyer Counselor?

The Real Estate Coordinator II is responsible for the inventory and disposition of the City's in rem tax foreclosed property and will design, manage and implement the "lease to own" program as a Homebuyer Counselor.

Essential Functions

Assist with Disposition and Sale of City-owned Real Estate

- Inspect, inventory and establish values of tax foreclosed properties: analyze market transactions and data for use in the review process and prepare marketing plans and advertisements for saleable properties. Evaluate offers to purchase.
- Coordinate intra-departmental reviews of tax foreclosed properties; present conclusions and recommendations for methods of disposition to In-Rem Property Disposition Manager.
- Prepare correspondence and appropriate resolutions concerning the disposition of foreclosed properties.
- Schedule and conduct property showings and prepare for and conduct closings.
- Respond to inquiries regarding status and value of properties.
- Monitor sale transactions to enforce code compliance requirements and special conditions.

Administer and execute the Lease-to-Own Program

1. Design program materials and contracts working with marketing staff and Assistant City Attorneys.

2. Meet with in rem tenants to discuss lease-to-own opportunities and explain license agreements.
3. Conduct review of applications for lease-to-own ensuring applicants meet all qualifying requirements outlined by HUD.
4. Counsel program participants for up to two years to complete credit repair and financial counseling.
5. Create program metrics and statistics related to program success.
6. Work with DCD housing rehabilitation staff to coordinate renovation of properties.
7. Perform physical inspections with other City departments of tenant occupied in rem foreclosed property.

Represent the Department of City Development

- Appear before legislative committees and regulatory boards and commissions, including the Common Council and its subcommittees, and the Redevelopment Authority Board.
- Establish and maintain relationships with other City departmental and neighborhood-based agencies to expedite property sales and marketability.
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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

1. A Bachelor's Degree in marketing, real estate, business administration 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.
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.
2. **Two** years of professional work experience as a homebuyer counselor working with an approved HUD certified agency.
Equivalent combinations of education and experience may also be considered.
3. Attainment of a State of Wisconsin Real Estate Salesperson license within six months of appointment.
4. A valid driver's license at time of appointment and throughout employment and a personal, properly insured automobile available for use on official business. Mileage reimbursement is available.

Desirable Qualifications

Experience performing residential real estate appraisals.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of the process of lending and financing home purchases.
- Knowledge of local and national trends in the home buying process.
- Knowledge of federal, state and City of Milwaukee real estate contracts, procedures and forms.
- Knowledge of the Multiple Listing Service in order to evaluate and list properties on behalf of the City.
- Knowledge of currently accepted valuation and assessment principles and practices.
- Knowledge of home construction costs and ability to assess the habitability of a home.

- Skill in using computers and software such as spreadsheet, word processing and databases in order to produce reports and analysis.
- Customer service skills to meet the individual needs of program participants.
- Interpersonal skills to develop and build rapport with potential and current program participants which may include culturally diverse individuals.
- Oral communication skills to thoroughly explain contracts and contingencies to program participants and potential participants of various education and literacy levels.
- Written communication skills to create reports of program statistics. Ability to counsel and advise tenants with respect to homeownership, property maintenance, financial management and other matters as appropriate to assist them in improving their housing conditions.
- Ability to calculate and explain real estate concepts such as monthly payments, property taxes, insurance payments.
- Ability to exercise tact and discretion when dealing with staff and officials at all levels within the organization.
- Ability to control large volumes of detail-oriented work in order to maintain efficiency in processing foreclosed properties.
- Ability to represent the City of Milwaukee at public events and speaking engagements of varying size.
- Ability to handle confidential information such as personal information about lease-to-own program participants.
- Ability to make sound decisions.
- Honesty, integrity and the ability to maintain and adhere to industry standards for confidentiality.

Current Salary

SALARY (2DN): The current starting salary for City of Milwaukee residents is \$46,347 annually, and the non-resident starting salary is \$45,210. 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 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.

INITIAL FILING DATE - The examination will be held as soon as practical after **March 14, 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 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.

Additional Information

Application Instructions

- APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

Benefits

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves

For full details of the benefits offered by the City of Milwaukee, please visit www.city.milwaukee.gov/Benefits2016.