

HOUSING PROGRAMS MANAGER

Recruitment #2104-5083-001

List Type	Exempt
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	4/19/2021 3:12:00 PM
Filing Deadline	5/10/2021 11:59:00 PM
HR Analyst	Deidre Steward

[Go Back](#)

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

The Housing Programs Manager is appointed by and serves at the pleasure of the Commissioner-City Development.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

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, vibrant neighborhoods, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Under the direction of the Redevelopment and Special Projects Manager, the Housing Programs Manager is responsible for overseeing, directing and coordinating the staff and programs for the Department of City Development's housing and neighborhood redevelopment activities.

ESSENTIAL FUNCTIONS

Operational Oversight of Housing and Neighborhood Initiatives

- Manage the expenditure of federal CDBG (Community Development Block Grant) and HOME (Home Investment Partnership Program) funds, City Strong Neighborhood Program funds, City housing funds and other resources allocated to housing rehabilitation and neighborhood development.
- Establish and implement procedures to ensure compliance with federal regulations, City policies and funder requirements with respect to program applications, contractor participation and performance, fund disbursement, reporting and general program requirements.
- Direct the activities of housing and neighborhood redevelopment staff in order to achieve desired goals. Build and maintain a culture of outstanding client service and creative problem-solving.
- Formulate housing policy and new programming initiatives to respond to Mayoral priorities, neighborhood needs, and funding opportunities.
- Represent the Department and Administration in policy and program discussions with elected officials, community partners, philanthropic organizations and residents. Serve as the public face of City's housing rehabilitation and preservation programs and neighborhood initiatives.

Community and Neighborhood Engagement

- Develop, cultivate and maintain partnerships with local community organizations, lenders, residents and other stakeholders to support the City's housing and neighborhood redevelopment activities.
- Provide direction and staff support to the Neighborhood Improvement Development Corporation (NIDC), a City-operated non-profit housing development organization. Set agendas for NIDC board meetings, recruit new board members, and communicate with board members to ensure board is informed of and supports departmental initiatives.
- Seek and develop outside sources of funding (such as grants from foundations) to leverage resources for City housing initiatives.
- Assist in the preparation of the annual budget for the Department of City Development's housing and neighborhood redevelopment activities.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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

- Will require travel to various sites throughout the City of Milwaukee.
- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, real estate development, public policy, public administration, business administration or a closely related field from an accredited college or university.
2. Five years of experience managing and coordinating neighborhood redevelopment activities and programs.
3. Valid driver's license and properly insured vehicle at time of appointment and throughout employment. Mileage reimbursement is provided.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. **Transcripts should be emailed to the *Human Resources Officer, Vanessa Armstrong* at vaarmst@milwaukee.gov**- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Master's degree in a related field from an accredited college or university.
- Supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of housing and redevelopment in an urban setting.
- Knowledge of housing policy and programming initiatives.

- Knowledge of grant funding and federal funding housing program initiatives to develop outside funding sources.
- Ability to read and interpret work related documents.
- Ability to use standard computer software programs, including word processing, spreadsheet, database, presentation, and personal management applications.

Management

- Knowledge of program management and development.
- Knowledge of the principles and best practices related to public administration.
- Knowledge of management principles and practices and the ability to effectively supervise staff, assign duties, make hiring recommendations and set performance standards.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to motivate and lead a staff of professionals and other support personnel.
- Ability to coach and mentor direct reports.

Critical Thinking and Planning

- Ability to plan and organize work, prioritize tasks, manage projects, and successfully delegate work to complete tasks based on departmental deadlines and goals.
- Ability to make recommendations for improvement in processes, procedures, and accountability measures.
- Ability to employ innovative approaches to meeting and resolving assignments and critical issues.
- Forward thinking with sound business judgment to operate in a dynamic environment of rapid change.
- Analytical, problem-solving, and decision-making skills.
- Ability to recommend and implement solutions to complex problems.
- Ability to use tact, diplomacy, and excellent judgment when interacting with the public, elected officials, and employees of the City.
- Honesty, integrity and the ability to maintain confidentiality.

Communication and Interpersonal

- Highly developed communication skills, including the ability to effectively communicate to a wide variety of audiences (residents, lenders, elected officials, etc.).
- Written communication skills to create clear and concise business communications such as memo, reports, budget summaries, policies, procedures and performance reviews.
- Interpersonal skills to collaborate with a wide range of people across responsibility levels.
- Customer service skills to provide outstanding client service.
- Ability to establish and maintain effective working relationships with diverse customers including elected officials, community organizations, business owners, contractors, the public and co-workers.
- Ability to work in a collaborative environment with people whose backgrounds may differ from one's own.

CURRENT SALARY

The current salary range (1GX) is \$74,331-\$93,010 annually, and the resident incentive salary range for City of Milwaukee residents is \$76,561-\$95,800. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

SELECTION PROCESS: Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in a cover letter and resume.

- The most qualified candidate or candidates will participate in an interview process. **Please send the cover letter, resume, and college transcripts via email to vaarmst@milwaukee.gov by Monday, May 10, 2021.**
- Please indicate "Housing Programs Manager" in the subject line. Questions relative to the selection process may be directed to Vanessa Armstrong by calling 414.286.6076.

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Monday, May 10, 2021**. Receipt of application materials 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. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION