

HOUSING PROGRAMS SPECIALIST

Recruitment #1905-4191-001

List Type	Original
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	5/10/2019 11:47:00 AM
Filing Deadline	5/31/2019 11:59:00 PM
HR Analyst	Deidre Steward

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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

The Housing Programs Specialist is responsible for assessing, underwriting, processing, and closing loans for the department's loan programs, in accordance with federal, state, and grantor regulations. This position also participates in activities related to marketing and program design.

ESSENTIAL FUNCTIONS

- Review, qualify and process applications for loan and grant programs. Document progress and the status of individual cases.
- Counsel applicants (homeowners and landlords) on loan and grant programs and assist them in the qualification and application process.
- Prepare and present cases for Loan Committee approval.
- Close loans and grants, ensuring documents are accurate, complete and in compliance with program guidelines.
- Coordinate the development and acceptance of the rehabilitation plan and cost estimate with the client and Housing Rehabilitation Specialist.

- Assist in the coordination and execution of outside events and workshops to promote departmental programs to potential applicants, private sector lenders, real estate representatives, clients, and others.
- Monitor ongoing program compliance for past clients.

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. Bachelor's degree in business administration, finance, or closely related field from an accredited college or university.
2. Two years of experience in community lending or housing counseling performing duties related to the position.
3. Valid driver's license at the time of appointment and throughout employment.

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 attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. 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

- Experience administering federally funded housing programs and loans.
- Bilingual in Spanish or Hmong.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to understand analyze and process federal, state, and local forms related to housing and loans.
- Ability to analyze financial information to make sound loan underwriting decisions.
- Ability to perform accurate financial calculations.
- Problem solving skills to recognize and recommend solutions.

- Computer skills and the ability to learn proprietary software, ability to use spreadsheets, word processing software, e-mail and database applications.
- Ability to work efficiently and independently and exercise sound judgment to make decisions.
- Ability to plan and prioritize responsibilities to meet deadlines and adjust priorities as necessary.
- Ability to manage a large caseload successfully.
- Ability to learn about City of Milwaukee neighborhoods and the housing needs of its citizens.
- Oral and written communication skills.
- Interpersonal, customer service and counseling skills to ensure exceptional service is provided to the public to meet their needs.
- Knowledge of real estate principles.
- Honesty and integrity to meet professional standards for handling confidential information.
- Ability to work effectively with people from all cultural, educational and socioeconomic backgrounds to accomplish program goals.

CURRENT SALARY

The current salary range (Pay Range 2EN) for City of Milwaukee residents is \$53,108 - \$63,426 annually, and the non-resident salary range is \$51,805 - \$61,870. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to the approval.*

Career Ladder Position: *Employees will advance to the next rate in the range upon certification by the Commissioner of City Development of having attained the required skills, job performance, and demonstrated competencies.*

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

- 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 <http://city.milwaukee.gov/Benefits2019>.

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 **Friday, May 31, 2019**. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information can 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.

CONCLUSION

EEO 202

The City of Milwaukee values and encourages diversity and is an equal opportunity employer