

HOUSING REHABILITATION MANAGER

Recruitment #1803-5309-001

List Type	Exempt
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	3/16/2018 11:15:00 AM
Filing Deadline	4/6/2018 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

****THIS POSITION IS EXEMPT FROM CIVIL SERVICE****

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

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 brings 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

Under the direction of the Housing Programs Manager, the Housing Rehabilitation Manager is responsible for the development, coordination, management and implementation of the department's housing and neighborhood loan and grant programs.

ESSENTIAL FUNCTIONS

- Coordinates and manages staff administering housing and neighborhood development loan and grant programs ensuring efficiency, program compliance and the highest level of customer service.
- Ensures and monitors compliance with program goals, project objectives, and local/federal regulations and requirements and contract provisions, including reviewing cost estimated rehabilitation scopes of work.

- Maintains relationships with partners, including local policymakers, community-based organizations and neighborhood residents, and assists with outreach to highlight the department’s housing and neighborhood development loan and grant programs.
- Participates in program development and process improvement projects to ensure programs are meeting all applicable guidelines and are aligned with departmental goals.
- Participates in the development of annual operating and capital budgets for the department and monitors budgets throughout the year.
- Maintains records and prepares reports related to housing rehabilitation programs and projects.
- Manages and develops Housing Rehabilitation and Housing Program Specialists.

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, architecture, real estate development, public policy or close related field.
2. Three years of experience supervising and coordinating neighborhood/housing redevelopment activities and programs.

Equivalent combinations of education and experience will be considered.

3. Valid driver’s license at time of appointment and throughout employment.

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.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of housing rehabilitation development, including residential rehabilitation/construction, housing rehabilitation standards, contract management and housing financing.
- Knowledge of the development of annual budgets.

- Knowledge of process improvement practices. Interpersonal skills to effectively work with diverse individuals at all levels of the organization and develop and maintain professional relationships with partners.
- Communication skills to make presentations at public meetings.
- Written communication skills to create clear and concise business communications such as memos, reports, budget summaries, policies, procedures and performance reviews.
- Organizational skills to plan, prioritize and delegate work within deadlines.
- Ability to plan and accomplish work within deadlines.
- Ability to manage and ensure ongoing development of a team of rehabilitation professionals.
- Ability to navigate a highly political environment.

CURRENT SALARY

The current salary range (Pay Range 1DX) for City of Milwaukee resident is \$54,865-\$76,806 annually, and the non-resident salary range is \$53,519-\$74,922. *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 <http://city.milwaukee.gov/Benefits2018>.

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 City Development reserves the right to call only the most qualified candidates to an interview. Oral examinations may include written exercises. Information from the selection process will be used to make a hiring decision.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Friday April 6, 2018**. 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. 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

APPLICATION PROCEDURE:

- Interested individuals must complete the online application and supplemental questions, which 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 = 102

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

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

