

IN REM PROPERTY DISPOSITION MANAGER

Recruitment #1802-5315-001

List Type	Exempt
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	4/13/2018 10:00:00 AM
Filing Deadline	5/4/2018 11:59:00 PM
HR Analyst	Deidre Steward

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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, City of Milwaukee.

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 Real Estate Development Services Manager, the In-Rem Property Disposition Manager directs the activities and staff involved in the maintenance, marketing, preservation and disposition of City-owned tax-foreclosed (in-rem) residential real estate.

ESSENTIAL FUNCTIONS

- Develop and implement strategies to reach departmental goals and performance metrics regarding the successful management of City-owned improved property, including property inspection, leasing, tenant relations, and property maintenance.

- Review property inspections, lead property pricing efforts and visit properties to perform property assessments.
- Lead communications with the real estate brokerage community and internal staff responsible for communication with the real estate community. Meet with brokers and potential buyers. Maintain broker contracts and provide customer service to contracted brokers and buyer's agents.
- Lead team customer service efforts to provide top quality, responsive and consistent service to people interested in City-owned real estate.
- Manage efforts to market and sell in-rem residential properties to owner-occupants and responsible investors, including non-profit housing agencies, in conformance with Ch. 304, Milwaukee Code of Ordinances, and adopted buyer policies.
- Maintain records and data regarding the management, maintenance and sale of properties, including records of expenditures. Represent departmental interests, including the presentation of statistics and reports before various committees of the Common Council.
- Coordinate with staff on marketing efforts, including the promotion of City housing assistance and Neighborhood Improvement Development Corporation (NIDC) programs. Perform outreach at events and lead homebuyer education sessions at housing resource fairs as needed.
- Direct staff responsible for demolition of City owned 1-4 unit properties. Coordinate demolition efforts and processes with the Department of Neighborhood Services and internal team members to ensure timely demolition. Maintain accurate records and statistics for properties pending demolition or deconstruction, and records of completed property removals.
- Direct staff responsible for the documentation and maintenance of all real estate sales, ensuring accurate record keeping.
- Respond to requests from internal and external customers regarding sales policies.
- Provide ongoing updates to policymakers regarding the status of tax-foreclosed property maintenance, management and disposition.
- Pursue ordinance and/or policy changes that accelerate the sales process, increase the pool of prospective buyers, implement disposition strategies for in-rem residential properties, reduce the costs of ownership and management of in-rem property, and ensure that adequate resources are available for responsible management while property remains in City ownership.
- Supervise staff responsible for the disposition, inspection and sale of City owned properties. Set performance goals and monitor progress toward their achievement, provide ongoing feedback on a daily basis, complete annual performance evaluations, promptly address performance issues, coach and

mentor staff, and ensure that senior department management is aware of staff achievements.

- Maintain policy and procedure manual for residential real estate sales and administrative support processes.

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 Urban Planning, Real Estate, Business Administration Public Administration, or related field from an accredited college or university.
2. Four years of significant professional level experience in municipal real estate management, management of home ownership programs, public program management, or related field.
3. Valid State of Wisconsin Real Estate Salesperson license at time of appointment and throughout employment. (Mileage allowance provided.)
4. Attainment of a State of Wisconsin Real Estate Broker license within 90 days of appointment and throughout employment.
5. Valid driver's license and possession of a properly insured vehicle for use on the job is required at 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 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.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of program management in municipal real estate.
- Oral communication and presentation skills to be able to share information effectively, both individually and before groups.
- Ability to read and interpret work-related documents.
- Written communication skills to create clear and concise business communications such as memos, reports, policies and performance reviews. Ability to make persuasive presentations.

- Leadership ability and supervisory skills to direct staff activities.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to deal with sensitive and controversial information, and employ appropriate discretion in communication.
- Ability to think critically and make decisions consistent with policies established by the department and City Ordinances.
- Organizational skills to be able to produce high quality work products under tight time constraints.
- Ability to meet deadlines in a rapidly changing work environment.
- Ability to manage and ensure ongoing development of a team of property managers.
- Ability to perform well under pressure and work effectively on multiple projects simultaneously.
- Proficiency using computer applications such as spreadsheet, database, word processing, and the Internet.

CURRENT SALARY

The current salary range (Pay Range 1EX) for City of Milwaukee resident is \$58,462-\$81,844 annually, and the non-resident salary range is \$57,028-\$79,836. *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.

APPLICATION PROCEDURE: Interested individuals must submit a resume and a letter of interest by email to the Human Resources Officer, Vanessa Armstrong at vaarmst@milwaukee.gov. Please indicate “In Rem Property Disposition Manager” in the subject line. Questions may be directed to Vanessa Armstrong by email or by phone at 414-286-6076. The deadline for submission of application materials is **Friday, May 4, 2018**.

CONCLUSION

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