



TRANSFER/PROMOTIONAL OPPORTUNITY

ANTI-GRAFFITI PROGRAM COORDINATOR

DEPARTMENT OF NEIGHBORHOOD SERVICES

THE PURPOSE of this position is to implement the Department's anti-graffiti activities including public awareness, prevention, abatement, contracting, education, inspection, grant writing and other forms of outreach. This position assists the Property Management Program Coordinator in preparing and presenting Landlord Training Programs. This position also assists with staff training and development and other public awareness initiatives as needed.

ESSENTIAL FUNCTIONS:

- ◆ Assist in implementation and enforcement of the department's anti-graffiti program including enforcement, abatement, community awareness campaigns, education and outreach efforts.
- ◆ Assist with the preparation and presentation of Landlord Training Programs.
- ◆ Conduct field inspections of residential and commercial properties for compliance with graffiti laws and regulations, issue orders, and provide follow up enforcement.
- ◆ Establish and maintain collaborative relationships with outside agencies involved in anti-graffiti efforts, including but not limited to Milwaukee Police Department, City Departments, District Attorney, community based organizations, public and private schools, residents, community groups and other organizations.
- ◆ Assist the Property Management Program Coordinator in seeking out grant opportunities by assisting with grant applications, writing grant narratives, providing necessary data, etc. for the landlord training program, anti-graffiti program, and other departmental initiatives.
- ◆ Collect data and document program accomplishments, and prepare reports pertinent to program objectives and goals as assigned by the Property Management Program Coordinator.
- ◆ Direct contractors, city crews, community groups, volunteers and others in the efficient abatement of graffiti.
- ◆ Represent the department at the City's Anti-graffiti Committee meetings and provide other graffiti related presentations to interested parties.
- ◆ Maintain and coordinate the use of camera equipment.

Peripheral Duties:

- ◆ Evaluate and/or provide technical assistance to determine the effectiveness of a particular program or initiative.
- ◆ Assist in training and mentoring employees.
- ◆ Keep informed on all related city, state and national codes, state statutes or regulations and any changes that may be adopted.
- ◆ Attend court proceedings involving graffiti related cases and document court rulings regarding same.
- ◆ Perform other job-related responsibilities as assigned.

Conditions of Employment:

- ◆ Anti-graffiti Program Coordinator must be able to work evenings and weekends within a flexible 40 hour work week when necessary.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status and three months experience as a regularly appointed City of Milwaukee employee.
2. Bachelor's degree or higher in Public Administration, Education, Business Administration, Marketing or related field and at least one year experience in coordinating public or community based housing related programs. Experience may include but not be limited to community organizing and/or collaboration, data or statistical gathering/evaluation, grant writing or housing inspection.

- OR -

At least five years of experience in coordinating public or community based housing related programs. Experience may include but not be limited to community organizing and/or collaboration, data or statistical gathering/evaluation, grant writing or housing inspection.

Note: equivalent combinations of experience and education may also be considered.

3. Certification in the Wisconsin Uniform Dwelling Code within the one year probationary period.
4. Valid driver's license and availability of a properly insured automobile at time of appointment and throughout employment (automobile allowance provided).

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ **Language Skills** – Ability to read, analyze and interpret Local, Municipal and State of Wisconsin building and zoning codes. Ability to respond to common inquires or complaints from the public, regulatory agencies, city agencies or departments, or members of the business community. Ability to write grant requests and prepare grant applications that conform to prescribed style and format. Ability to effectively present information and data to department managers, other city departments, outside groups, and/or council committees.
- ◆ **Mathematical Skills** – Ability to calculate figures and amounts as proportions and percentages. Ability to apply concepts of statistics.
- ◆ **Reasoning Ability** – Ability to solve practical problems and deal with a variety of variables while exercising good judgment in responding to constituent questions and complaints. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ◆ **Computer Skills** – To perform this job successfully, an individual should have strong knowledge and experience using Microsoft Office software including Word, Excel and PowerPoint, as well as the ability to quickly become proficient in other departmental software applications.
- ◆ **Certificates, Licenses, Registrations** – A valid driver's license must be maintained throughout employment. Ability to attain certification in the Wisconsin Uniform Dwelling Code (UDC).
- ◆ **Other Skills and Abilities** – Ability to build and maintain good working relationships with multi-cultural, multi-disciplinary staff, other agencies and the public; Knowledge and experience in conducting research, collecting and analyzing data, and preparing reports; Ability to work with diverse populations and develop educational materials for both in-house staff and the public
- ◆ **Other Qualifications** – Ability to transport and set up chairs, tables, film projectors, displays, and other equipment utilized for educational presentations, informational exhibits or programs. Properly insured personal vehicle for use on the job is required throughout employment and maintained throughout employment.

THE CURRENT SALARY IN PAY RANGE 2DN IS: \$41,458 to \$58,037 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.

Return or send your completed application to Tom Mishefske, Operations Manager, Department of Neighborhood Services, Zeidler Municipal Building 841 N. Broadway, Room 104 by May 18, 2012.