

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Associate Director

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
E	8	2	Exempt	Housing Management	Secretary Executive Director

CLASS SUMMARY:

This position is responsible for providing overall leadership in the development and delivery of housing programs of the Authority. Responsibilities may include providing policy direction; participating as a member of the executive team; and monitoring overall compliance with laws, rules, and regulations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures.
2.	Provides policy direction and oversight to management staff assigned to housing departments.
3.	Assists in securing grants, developing housing strategies, and developing long term plans as a member of the executive team.
4.	Evaluates assigned programs to ensure compliance with laws, rules, and regulations.
5.	Assists in the preparation of program budgets and reports in accordance with regulations.
6.	Manages the relationship with an external housing management firm to ensure services are delivered in compliance with policies, laws, and regulations.
7.	Represents the Authority with boards, commissions, committees, residents, and professional organizations; responds to residents regarding areas of concern.
8.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Business or related field; 10-12 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Supervisory and management principles;
- Authority mission and goals;
- Asset management concepts;
- Housing programs;
- Authority and program policies;
- Principles and practices of developing long term plans;
- Strategy development concepts;
- Grant requirements;
- Relationship management principles;
- Budgetary principles.

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SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Providing overall leadership and direction;
- Using computers and related software;
- Developing long term plans;
- Developing housing strategies;
- Managing relationships with external firms;
- Developing program budgets;
- Providing policy direction;
- Securing grants for programs;
- Evaluating programs;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR