

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

MFI Project Director

| <u>BAND</u> | <u>GRADE</u> | <u>SUBGRADE</u> | <u>FLSA STATUS</u> | <u>Department</u> | <u>Reports To</u> |
|-------------|--------------|-----------------|--------------------|-----------------------------|-------------------------------|
| C | 4 | 1 | Exempt | Grant/Mil. Fatherhood Init. | Dir. Of Comm.Prog. & Services |

CLASS SUMMARY:

This position is responsible for managing the daily operations of the MFI program. Responsibilities may include developing programs; overseeing department functions; and supervising staff.

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. | Develops department programs and activities in accordance with mission and goals. |
| 3. | Oversees case management services, programs, and other department functions to ensure effectiveness of operations. |
| 4. | Prepares budgets in accordance with department needs. |
| 5. | Performs other duties of a similar nature or level. |

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

Bachelor's degree in related field; 3-5 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 principles;
- Operations, practices, and policies of the MFI program;
- Department operations;
- Program mission and goals;
- Program development;
- Budgetary principles.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Supervising staff;
- Managing department operations;
- Developing programs;
- Preparing budgets;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

MFI Project Director

Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and preforms needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

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