

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

MFI Project Specialist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	2	Non-Exempt	Grant/Mil. Fatherhood Init.	Dir. Of Comm.Prog. & Services

CLASS SUMMARY:

This position is responsible for providing outreach to organizations and performing related tasks in assisting with the daily operations of the MFI Program.

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

1.	Assists in coordinating programs and activities in accordance with the mission and goals of an assigned area.
2.	Provides training and case management assistance to staff in performing program work.
3.	Conducting outreach to organizations, families, and the community to increase awareness and effectiveness of the MFI Program.
4.	Performs other duties of a similar nature or level.

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

High School Diploma or equivalent (G.E.D.); 1-3 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:

- Operations, practices, and policies of the MFI Program;
- Federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Methods of training staff;
- Practices of conducting outreach;
- Program mission and goals.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Coordinating programs and activities;
- Training staff;
- Conducting outreach;
- Using computers and related software;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

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