

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Modernization & Development Services Administrator

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	M & D	Director of Development

CLASS SUMMARY:

This position is responsible for managing a broad range of functions within an assigned area. Responsibilities may include overseeing procurement activities; monitoring grants; planning projects; and managing general office functions.

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

1.	Oversees procurement activities, including: implementing policies and procedures; preparing and issuing bid documents; monitoring compliance with regulations; and preparing recommendations for bid awards.
2.	Oversees contracting activities, including: implementing policies and procedures related to contracting; preparing contracts; approve contract payments; and performing related tasks.
3.	Monitors financial activities related to grants; recommending changes to use of funds to ensure compliance with fund source guidelines.
4.	Prepares budget in accordance with needs of an assigned area.
5.	Plans projects, including: developing project plans; assign project work to staff as needed; providing guidance to staff in completing project tasks; and performing related tasks.
6.	Manages standard financial, customer service, and other general office functions to ensure efficiency of operations.
7.	Performs other duties of a similar nature or level.

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

Bachelor's degree in Accounting, Business Management, or related field; 4-6 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;
- Purchasing policies and procedures;
- Contracting policies and procedures;
- Budgetary principles;
- Financial principles;
- Grant requirements;
- Project management;
- Department operations.

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Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and performs 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.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Monitoring compliance with laws, rules, and regulations;
- Overseeing department operations;
- Implementing policies and procedures;
- Preparing budgets;
- Planning projects;
- Managing office functions;
- 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