Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:
Program Manager – Special Projects

BAND	GRADE	SUBGRADE	FLSA STATUS	Department	Reports To
C	4	1	Exempt	Section 8	Section 8 - Program Director

CLASS SUMMARY:

This position is responsible for managing the operations of an assigned Section 8 program. Responsibilities may include supervising staff; reviewing program information; and performing related program functions. Under general supervision, functions as administrator of automated systems and provides administrative support for the Section 8 Housing Choice Voucher Program.

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.	Receives and processes referrals for special program initiatives, including private sector project based developments, incoming/outgoing portability cases and VASH referrals..
3.	Processes the monthly rent roll to assure timely payments to owners/landlords.
4.	Processes annual SEMAP reporting.
5.	Develops, updates, troubleshoots, and submits various required reports accurately and timely, including monthly program utilization (VMS reporting), and Public Housing Information Center (PIC) Reports, etc.
6.	Administers the waiting list for the Section 8 Housing Choice Voucher Program.
7.	Performs other duties of a similar nature or level.

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

Bachelor's degree in Business Management or related field; 2-4 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;
• Department operations;
• Methods of conducting investigations;
• Methods of preparing reports.

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.

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SKILLS (position requirements at entry):
Skill in:
- Using computers and related software;
- Supervising staff;
- Managing department operations;
- Conducting investigations;
- Preparing reports;
- Resolving complaints;
- Maintaining program waitlists;
- Maintaining program information;
- Processing rentroll;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to promote program services.

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**