Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:
Program Specialist

BAND	GRADE	SUBGRADE	FLSA STATUS	Department	Reports To
C	4	1	Exempt	Quality Assurance	Senior Asset Manager

CLASS SUMMARY:
This position is responsible for executing and supporting a variety of tasks related to an assigned program. Responsibilities may include completing real estate acquisition and disposition; managing projects; and administering programs.

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

1.	Manages property rehab and other projects, including: developing project scope; negotiating contracts with contractors; and preparing public bids.
2.	Performs real estate functions, including: showing and selling real estate; developing prices for real estate; and conducting market analysis to determine market conditions.
3.	Develops and administers homeownership and other programs, including: promoting programs; determining individual eligibility for programs; ensuring program compliance with laws and regulations; preparing program contracts; and conducting program negotiations with brokers and agents.
4.	Performs related program tasks, including: preparing reports related to grants; developing project proposals; recommending program implementation; and executing various programs.
5.	Reviews completed contractor work to ensure compliance with codes and regulations; approves payments to contractors.
6.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):
Bachelor's degree in Real Estate or related field; 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:
• Real Estate License

KNOWLEDGE (position requirements at entry):
Knowledge of:
• Applicable federal, state, and local laws, rules, and regulations;
• Negotiation techniques;
• Computers and related software;
• Building codes;
• Methods of conducting market analysis;
• Project management principles and practices;
• Program development principles and practices;
• Program eligibility requirements;
• Contract development.

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:
Program Specialist

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.

SKILLS (position requirements at entry):
Skill in:
- Using computers and related software;
- Conducting negotiations;
- Conducting market analysis;
- Managing projects;
- Developing programs;
- Developing contracts;
- 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**