

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Section 8 Program Director

| <u>BAND</u> | <u>GRADE</u> | <u>SUBGRADE</u> | <u>FLSA STATUS</u> | <u>Department</u> | <u>Reports To</u> |
|-------------|--------------|-----------------|--------------------|-------------------|-----------------------|
| D | 6 | 2 | Exempt | Section 8 RAP | Senior Asset Director |

CLASS SUMMARY:

This position is responsible for managing and directing program operations. Responsibilities may include supervising staff; managing daily program operations; and developing program plans.

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

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| 1. | Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; coordinating staff training; and implementing hiring, discipline, and termination procedures. |
| 2. | Manages program operations, including: monitoring program progress and outcomes; managing waitlists to ensure program vacancies are filled in a timely manner; and evaluating programs to estimate future leasing needs. |
| 3. | Develops and maintains the program administrative plan. |
| 4. | Evaluates cases of program fraud and recommends potential prosecution to legal staff. |
| 5. | Evaluates responses to requests for proposals and recommends acceptance or rejection. |
| 6. | Promotes the program to increase landlord participation. |
| 7. | Develops and monitors the program operating budget. |
| 8. | Performs other duties of a similar nature or level. |

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

Bachelor's degree in Business or related field; 8-10 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 ordinances, laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Budgetary principles;
- Practices of developing program plans;
- Program management principles;
- Applicable program plans, policies, and procedures;
- Methods of investigating program fraud;
- Methods of promoting programs.

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Independent Judgment/Decision Making/Problem Solving:

Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. Frequently solves complex problems. End results are reviewed by supervisor. Strategic issues are referred to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Supervising staff;
- Using computers and related software;
- Managing program operations;
- Estimating future program needs;
- Developing program plans;
- Investigating program fraud;
- Evaluating responses to requests for proposals;
- Developing budgets;
- 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 the program.

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