

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Senior Asset 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	Housing Management	Associate Director

CLASS SUMMARY:

This position is responsible for overseeing operations and supervising staff of multiple programs and/or departments.

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.	Oversees operations related to the homeownership program to ensure proper acquisition and rehabilitation of real estate.
3.	Monitors section 8 program operations to ensure proper maintenance of property leases; resolves contract and other program disputes as needed.
4.	Directs the assignment and completion of maintenance tasks to ensure effective maintenance of property.
5.	Reviews and approves related insurance policies to ensure cost effective protection of properties.
6.	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:

- Real Estate Sales License
- Public Housing Manager Certification

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local ordinances, laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Insurance concepts and terminology;
- Related program policies and procedures;
- Real estate concepts;
- Property acquisition requirements;
- Related program contract requirements;
- Asset management concepts;
- Property maintenance requirements.

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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;
- Overseeing program operations;
- Resolving program issues;
- Reviewing insurance policies;
- Managing assets;
- Acquiring real estate;
- 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