

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Housing Manager

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Exempt	Developments	Senior Asset Director

CLASS SUMMARY:

This position is responsible for performing and/or overseeing daily operations related to providing housing services to residents. Responsibilities may include supervising staff; performing inspections; and enforcing compliance.

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 daily operations, including: overseeing unit leasing; monitoring recertifications; initiating evictions; monitoring occupancy and turnaround time of vacant housing units; and overseeing building and ground maintenance.
3.	Enforces compliance with laws, rules, regulations, and leases.
4.	Performs inspections of buildings, grounds, and units to determine repair, service, and other needs.
5.	Responds to resident inquiries; resolves resident complaints; performs resident evictions as needed.
6.	Coordinates department services across divisions to ensure effective service delivery.
7.	Prepares purchase requisitions for services and supplies.
8.	Prepares and manages operating budgets.
9.	Prepares operating, housing occupancy, and related reports.
10.	Performs other duties of a similar nature or level.

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

Bachelor's degree in related field; 3-5 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:

- Public Housing Manager Certification
- Valid Wisconsin Driver License

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Supervisory principles;
- Budgetary principles;
- Methods of preparing reports;
- Methods of performing inspections.

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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;
- Supervising staff;
- Overseeing department operations;
- Performing inspections;
- Enforcing compliance with laws, rules, and regulations;
- Resolving resident complaints;
- Preparing budgets;
- Preparing reports;
- 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