

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: Housing Management Supervisor

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	Housing Management	Senior Asset Director

**CLASS SUMMARY:**

This position is responsible for maintaining operations of an assigned area. Responsibilities may include supervising staff; maintaining a wide range of data; and conducting negotiations with former clients.

**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.	Maintains department information, including: maintaining inventory and occupancy information related to HACM properties with HUD to ensure eligibility for funding; maintaining records of board meetings; and maintaining related information.
3.	Plans, facilitates, coordinates the collection of parts written by other staff and monitors the development of agency plans to ensure timely completion of the final plan, appropriate schedules for hearings, and proper policy updates.
4.	Responds to requests for records in accordance with Wisconsin Public Records Law.
5.	Negotiates repayment agreements with individuals in debt to the authority.
6.	Performs tasks as a hearing officer in rejected applicant hearings as needed, including: determining whether application requirements were met; analyzing whether a rejected application should be overturned; and performing related tasks.
7.	Performs other duties of a similar nature or level.

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

Up to one year of specialized or technical training beyond high school; 4-6 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;
- Records management;
- Department operations;
- Negotiation techniques;
- Program application requirements;
- Applicant hearings.

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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;
- Managing department records;
- Maintaining department operations;
- Applying laws, rules, and regulations;
- Conducting negotiations;
- Performing tasks as a hearing officer;
- 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