

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Director of Strategic Initiatives

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
D	6	1	Exempt	Housing Management	Chief Financial Officer

CLASS SUMMARY:

Under the direction of the Chief Financial Officer, the Director of Strategic Initiatives serves as a member of the senior management team and has the responsibility to identify or facilitate identification strategic initiatives and to plan, direct, coordinate, supervise and manage implementation of initiatives & projects with long-term and Agency-wide (including its affiliates and instrumentalities) implications. The Director of Strategic Initiatives will ensure the attainment Agency's Strategic Initiatives by leading and collaborating with the members of the leadership team through, outside consultants, direct staff supervision or cross-functional staff administration.

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

1.	Regularly monitors macro & micro economic conditions, Affordable Housing Regulations, Housing Industry conditions, HUD regulations affecting Public Housing Authority operations, and any other state and local laws and regulations that will have impact on the Agency's current and future operations.
2.	Monitors and analyzes developments on local, regional and national legislative, community and business issues relates to low-income and affordable housing operations and financing and develop recommendations for strategic responses.
3.	Regularly evaluates business risks (operational risk, financial risk, property risk, regulatory) and any risks that will have significant impact on the agency's continued operations.
4.	Facilitates the Agency's Annual Retreat and Strategic Planning and coordinate with Finance and Human Resources departments to ensure alignment of Strategic Plan, Operating Budgets and Performance Management & Appraisal System.
5.	Oversee the development and implementation of Strategies Initiatives including the internal mechanisms for the continuing review (i.e. linked to the Performance Management & Assessment System); reporting systems that ensures program staff accurately captures both qualitative and quantitative programmatic data, reporting requirements and other required reports for internal control and/or for external reporting and compliance.
6.	Develops a comprehensive system to track and evaluate appropriate indicators related to the impact of Strategic Initiatives and to continuously monitor and evaluate performance of these initiatives and strategies
7.	Ensure all housing program rules, regulations, policies, procedures and Agency standards are met through ongoing monitoring and assessment, and initiate actions necessary to correct deviations.
8.	Communicates and establishes channels with internal and external audiences as an authoritative representative of management on a variety of significant issues related to HACM priority programs and services for the purposes of garnering support, shaping opinions, advocating controversial positions and achieving important objectives.
9.	Conduct routine division and/or team and one-on-one meetings with staff or management to discuss current and future projects and activities; present and resolve various issues and problems of strategic importance
10.	Performs other duties of a similar nature or level.

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

A Bachelor's Degree in public policy, urban planning, finance or the equivalent combination of education and related work experience. Five to ten years' experience as a project or finance manager along with knowledge of public housing/ PBV & LIHTC finance regulations is preferred.

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LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- Notary Public

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Federal, state, and local laws, rules, and regulations;
- Policies and regulations governing public housing,
- Project-based vouchers and Low Income Housing Tax Credit financing and operations

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Excellent verbal, written and interpersonal skills;
- Ability to prioritize multiple tasks;
- Strong organizational and analytical skills;
- Strong computer skills including Word, Excel, PowerPoint;
- Ability to work on multiple assessments

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