



**Department of City Development**  
City Plan Commission  
Redevelopment Authority of the City of Milwaukee  
Neighborhood Improvement Development Corporation

**Lafayette L. Crump**  
Commissioner

**Sam Leichtling**  
Deputy Commissioner

April 22, 2026

Jackie Q. Carter, Director  
Department of Employee Relations  
City of Milwaukee  
*submitted via email*

Dear Director Carter:

The Department of City Development (DCD) is hereby requesting re-exemption from the provisions of Civil Service for the Residential Property Disposition Manager position. We are asking that this request be heard by the City Service Commission at its meeting on May 5, 2026.

The Residential Property Disposition Manager position manages the maintenance, marketing, preservation and disposition of City-owned, tax foreclosed (in-rem) residential real estate. This position also develops policy and procedures for City real estate transactions, and writes resolutions and ordinances relating to municipal real estate policy and practices. This senior manager position in the department has traditionally been exempted from the provisions of Civil Service because of the nature and complexity of the interaction with public officials, brokers and developers, and its confidential and sensitive policymaking and implementation responsibilities that have City-wide impacts.

The Residential Property Disposition Manager position is critical to the advancing the administration and department missions to provide more homes and housing resources across the city. The City has acquired thousands of properties through the process of property tax-foreclosure over time. The Residential Property Disposition Manager plays a key role in advising on revitalization strategies and policies that involve the management and marketing of foreclosed property. This position also represents the administration's recommendations on such activities to the Common Council, and negotiates and oversees the department's relationship with a group of real estate brokerage firms that are partners in efforts to increase the sale of the tax-foreclosed inventory.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

**Sam Leichtling**  
Deputy Commissioner

Attachment

cc: Vanessa Armstrong, DCD



# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 4/22/2026		<b>2. Present Incumbent:</b> DEBORAH I. MCCOLLUM-GATHING		<b>Is incumbent underfilling position?</b>		
<b>3. Date Filled:</b> 7/29/2018		<b>4. Previous Incumbent:</b> KAREN Y. TAYLOR		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>		
<b>5. Department:</b> City Development			<b>Bureau:</b>		<b>Unit:</b>	
			<b>Division:</b> Real Estate		<b>Section:</b>	
<b>6. Work Location:</b> 809 N. Broadway			<b>Telephone:</b> 414-286-5783		<b>Work Schedule:</b>	
			<b>Email:</b>		Hours: 8-4:45 / Days: M-F	
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Management, General City <b>If in District Council 48, which local?</b>			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>10.</b>	<b>Official Title:</b> Residential Property Disposition Manager			<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
				1KX	5851	204
	<b>Underfill Title (if applicable):</b>					
	<b>Requested Title (if applicable):</b>					
<b>Recommended Title (DER Use Only):</b>			Approved by: _____ Date: _____			

### 11. BASIC FUNCTION OF POSITION:

Direct activities and staff involved in the maintenance, marketing, preservation and disposition of City-owned, tax-foreclosed (in rem) residential real estate (1 to 4 units).

### 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title** ):

#### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
50	<ul style="list-style-type: none"> <li>Sales and Sales Staff Management: In conformance with Ch. 304, MCO, and adopted buyer policies, manage efforts to market and sell in rem residential properties to owner-occupants and responsible investors, including non-profit housing agencies. Review buyer background checks for consistency with ordinances prior to signing accepted offers. Draft contracts, and supervise the drafting of the same. Work with the Office of the City Attorney on contractual changes or special circumstance sales. Audit work product of background checks and rejected offers. Supervise "Bid Openings" for residential properties, ensuring the work is performed according to all procedures. Supervise staff responsible for disposition of City owned properties. Provide direction on work methods, and ensure compliance with the directed methods. Set performance goals and monitor progress toward achievement, provide ongoing feedback on a daily basis, complete annual performance evaluations, promptly address performance issues, and ensure that senior department management is aware of staff achievements and successes. Hold regular staff meetings. Ensure all staff are accountable for their duties consistently. Coach staff on performance issues when needed. Complete all performance reviews of staff in a timely fashion.</li> </ul>
10	<ul style="list-style-type: none"> <li>Record Keeping and Data: Direct staff responsible for documentation and maintenance of all real estate sales, ensuring accurate record keeping, respond to requests from internal and external customers regarding sales policies or specific sales as needed. Maintain records and data regarding the management, maintenance and sale of properties. Lead the implementation of the records retention schedules. Ensure all appropriate records are logged in the appropriate databases, including records of expenditures on properties and rent collections. Represent department interests at Special Joint Committee meetings, including presentation of statistics and reports to the committee.</li> </ul>
10	<ul style="list-style-type: none"> <li>Property Management: Manage Property Manager, who is, along with their direct reports, responsible for property management functions for all City-owned in rem (tax foreclosed) properties and RACM owned</li> </ul>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	properties. Be accountable for reaching department goals and performance metrics for rent collections. Perform property reviews and disposition reviews, through physically visiting properties, and review of property inspections. Manage receipt of tax bills and reconciliation of all invoicing for special assessments. Ensure all requests for property tax credits due to improper billing are completed in a timely fashion and correct documentation is provided to all City departments. Fill in for Property Manager when they are absent, ensuring all work is completed timely. Attend eviction and court hearings for Property Manager or with Property Manager as needed. Assist Property Manager with enforcing vendor contract terms and procedures.
10	<ul style="list-style-type: none"> <li>Broker Management: Be the primary point of contact for the Real Estate Broker community. Lead communications with the real estate brokerages, and direct staff responsible for communication with the real estate community. Meet with brokers and potential buyers when needed. Ensure timely roll-out of changes in procedures and newsletters for the Broker community. Manage Common Council-authorized broker listing contracts and requests for proposals for the same, and provide troubleshooting and customer relations/service to City-contracted brokers and buyer's agents. Work with the DCD Purchasing Agent on procurement, contract language, contract amendments and other adjustments as needed.</li> </ul>
10	<ul style="list-style-type: none"> <li>Special Projects: Work with teams dedicated to special projects, such as Mayoral or Common Council real estate initiatives. Ensure proposed projects comport with MCO 304 or obtain Common Council approval for departure from standard procedures. Ensure all special funds and grants are appropriately documented and expended. Sit on RFP review committees to select vendors and partners for special project work.</li> </ul>
5	<ul style="list-style-type: none"> <li>Policy Management: Maintain policy and procedure manual for the process of residential real estate sales and administrative support.</li> </ul>

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>
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**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Kari Smith, Real Estate and Development Manager

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Supervisor provides general policy direction, work method advice, and receives updates and requests for support.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 5.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Property Management Supervisor	a-h
2	Real Estate Sales Specialist	a-h

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
<b>Number Supervised</b>	<b>Job Title</b>
	<b>Extent of Supervision Exercised</b> (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- I. Education and Experience:  
Bachelor's degree in Urban Planning, Real Estate, Business Administration, Public Administration or related field. Five to seven years of significant professional level experience in municipal real estate management, management of home ownership programs, public program management, or related field.
- II. Knowledge, Skills and Abilities:  
Excellent written and oral communications skills and ability to make persuasive presentations. Strong program and staff management skills. Ability to deal with sensitive and controversial information. Advanced capability to employ appropriate discretion in communication. Ability to make decisions consistent with policies established by the Department and City ordinances. Ability to handle extremely high volume of diverse and complex assignments. Must be able to work in a fast-paced environment and meet deadlines, perform well under pressure and work effectively on multiple projects simultaneously. Must understand basic accounting principles. Must understand basic statistics. Advanced proficiency in Microsoft Office (Microsoft Word, Excel, PowerPoint and Outlook) and database applications.
- III. Certifications, Licenses, Registrations:  
Wisconsin Real Estate Salespersons license required at time of appointment. Wisconsin Real Estate Broker's License required within six months of appointment and throughout employment. Valid Wisconsin Driver's License.
- IV. Other Requirements:  
Incumbent will be required to use personal automobile from time to time for business purposes. Incumbent must be willing to perform field work as needed.

**13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED**

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 20%**

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools ( <i>please list</i> ):								
<input checked="" type="checkbox"/>	Office Machines ( <i>check all that apply</i> ):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input checked="" type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other ( <i>please list</i> ):								

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Worker is required to possess a great deal of tact to successfully navigate between competing priorities. Employee is required to enter severely distressed properties, with environmental and safety hazards. Worker is assigned Kevlar/bulletproof vest for use as needed. Worker will enter environments with mold, dampness and other potential toxins. Worker should wear provided respirator in all circumstances.

**M. I believe that the statements made above in describing this job are complete and accurate.**

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Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Jackie Q. Carter**  
Director

**Molly King**  
Employee Benefits Director

**Nicole Fleck**  
Labor Negotiator

**TO:** Board of City Civil Service Commissioners

**FROM:** Kristin Hennessy Urban  
Human Resources Manager

**DATE:** May 1, 2026

**RE:** Request from the Department of City Development (DCD) to **re-exempt** the position of Residential Property Disposition Manager

Position title	Number of positions	Pay Range
Residential Property Disposition Manager	1	1KX (\$111,899-\$131,235)

Please find attached a request letter from Deputy Commissioner Sam Leichtling to re-exempt the position of Residential Property Disposition Manager and a job description for the position.

The Residential Property Disposition Manager oversees the maintenance, marketing, preservation and disposition of tax foreclosed, residential properties, as well as efforts to market and sell them to owner-occupants and responsible investors, including non-profit housing agencies.

The Residential Property Disposition Manager works closely with the DCD Commissioner, providing advice and counsel relative to housing resource access, revitalization strategies and policies. Critical to this request is the incumbent's role in negotiating and overseeing the DCD's relationship with real estate brokerage firms.

The time-sensitive nature of this work, in addition to the need for the incumbent to work closely with various elected officials, non-profits and the brokerage firms engaged in selling the properties on the City's behalf requires a great deal of discretion and alignment with the policy direction of the Commissioner and Administration. Further, to accomplish the related initiatives of the Common Council and the Office of the Mayor, the incumbent must be responsive to and involved in policy development, direction and implementation.

For the reasons cited above, I recommend re-exemption of the position of Residential Property Disposition Manager in the DCD.

Please contact me at 414.286.8643 should you have any questions regarding this request.