



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

Lafayette L. Crump
Commissioner

Vanessa L. Koster
Deputy Commissioner

June 13, 2024

Harper Donahue IV
Director
Department of Employee Relations
City Hall, Room 706
200 East Wells Street
Milwaukee, WI 53202

Dear Mr. Donahue:

The Department of City Development is hereby requesting exemption from the provisions of Civil Service for the Real Estate and Development Manager position. We are asking that this request be heard by the City Service Commission at its meeting on June 25, 2024. This position has traditionally been exempted from the provisions of Civil Service as it deals with confidential and sensitive policy issues that have City-wide impacts.

The Real Estate and Development Manager is a senior management position responsible for staff and programs related to the acquisition and disposition of property for redevelopment. This position oversees the maintenance, marketing and preservation of tax-foreclosed residential and commercial property, surplus municipal property, and surplus Milwaukee Public Schools property. The employee in this role will have access to sensitive information from the businesses with which they work, such as confidential proprietary financial data and business expansion plans, as it interacts with public officials and local developers, both for-profit and non-profit, to assemble and cluster city and Redevelopment Authority-owned properties for the highest and best use. 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.

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,

Vanessa L. Koster
Deputy Commissioner

Attachment

cc: Vanessa Armstrong



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.

1. Date Prepared/ Revised: 10/2/2023		2. Present Incumbent: Amy E. Turim		Is incumbent underfilling position?	
3. Date Filled: 9/14/2015		4. Previous Incumbent: Elaine Miller		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
5. Department: City Development		Bureau: Real Estate & Development Division:		Unit: Real Estate & Development Section:	
6. Work Location: 809 N. Broadway		Telephone: 414-286-5732 Email:		Work Schedule: Hours: 8:00 AM / Days: 4:45 PM	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?		9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10.	Official Title: Real Estate and Development Manager			Pay Range	Job Code
				1HX	5481
	Underfill Title (if applicable):				
	Requested Title (if applicable):		Real Estate and Development Manager		
Recommended Title (DER Use Only):			Approved by: _____		
			Date: _____		

11. BASIC FUNCTION OF POSITION:

This senior management position is responsible for staff and programs related to the acquisition and disposition of property for redevelopment, and oversees the maintenance, marketing and preservation of tax-foreclosed residential and commercial property, surplus municipal property, and surplus Milwaukee Public Schools property.

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
40%	<p>Directs real estate activities on behalf of City of Milwaukee:</p> <ul style="list-style-type: none"> Directs the City of Milwaukee land bank activities. Leads negotiation on real estate matters on behalf of the City. Leads city real estate staff responsible for the management, maintenance, disposition, pricing, and marketing of improved and vacant property owned by the City of Milwaukee, Redevelopment Authority of the City of Milwaukee (RACM), and Milwaukee Public Schools (MPS), including tax-foreclosed commercial and residential property; surplus municipal and Milwaukee Public Schools properties, and surplus public right of way. Troubleshoots complex issues with staff and diverse stakeholders, mentoring staff through various difficult scenarios as the team lead. Develops policies and procedures for City real estate transactions and monitors staff implementation of same. Creates new real estate programs as needs arise. Ensures compliance with Federal regulations when Federal funds are involved in acquisition or management of on behalf of City. Also ensures procedures are compliant with Federal, Local and State Fair Housing requirements.

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
	<ul style="list-style-type: none"> • Designates properties for certain dispositions according to established goals. Assembles City and RACM-owned land for-profit and not-for-profit developers to assemble and cluster properties for the highest and best development use. • Works collaboratively with the Office of the City Attorney, Department of Neighborhood Services, Office of the City Clerk, Department of Public Works, Historic Preservation Commission, Milwaukee Fire Department, Milwaukee Police Department, Board of Zoning Appeals, the City Assessor's Office and Milwaukee Water Works and other municipal departments to accomplish various real estate goals, including acquisition and disposition of real estate for public purposes. Initiates and directs cooperative activities with other local government units needing assistance of a professional real estate staff, such as MMSD or Milwaukee County. • Implements the intent of Redevelopment Plans through the acquisition and disposition of real estate. • Designs buyer performance consequence programs and implements the same, working closely with other City departments to ensure performance obligations are realistic, fair and enforceable. • Directs staff responsible for maintenance of vacant City and RACM property with Department of Public Works and various private vendors. • Coordinates review of contracts for ongoing property marketing, maintenance and property improvement on an annual and as-needed basis, working closely with the Department's purchasing staff. Designs and negotiates the terms of DCD's real estate broker and title company contracts, troubleshoots contracts and relationships as needed.
30%	<p>Project manages complex real estate transactions. Coordinates interdepartmental and external project management, including but not limited to various City real estate, foreclosure and eviction activities.</p> <ul style="list-style-type: none"> • Project manages various real estate development projects, including large-scale multi-million-dollar housing developments, scattered-site LIHTC development projects, commercial and non-profit developments, from site selection through the approval process and contractual negotiations, contract and closing execution and final close-out documentation. • Directs various special projects designed to accomplish specific goals through real estate, such as providing emergency housing, tenant lease to own programing, trades training and other initiatives.
15%	<p>Directs real estate staff performance:</p> <ul style="list-style-type: none"> • Makes and reviews assignments, establish work schedules, conduct regular staff meetings, devise process improvements, and conduct performance reviews. • Coaches and educates staff, including conducting trainings on new laws and procedures. • Documents policies and procedures. • Updates job descriptions and duties as needed. • Establishes and manages contract relationships as required to supplement staff capacity.
10%	<p>Oversee development of legislation and implementation of technology solutions to improve Milwaukee's real estate and housing practices. Submits proposals to local and national funders for grants and technical assistance awards, manages various grants and interagency and interdepartmental technical assistance awards.</p>
5%	<p>Represents DCD Real Estate on various Common Council committees, including the Air and Subterranean Lease Committee and City-Wide Eviction Prevention Task Force. Attends community meetings and Aldermanic town halls. Represents the City of Milwaukee in national workgroups and communities of practice.</p>

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • On rare occasion, run meetings of the Redevelopment Authority when RACM Assistant Director is absent.

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% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> Attends trainings to maintain abreast of trends and best practices within the field.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

David Misky, Asst. Executive Director-Secretary, Redevelopment Authority of the City of Milwaukee

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

Immediate supervisor provides specific policy and general procedural direction.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **15**

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	Residential Property Disposition Manager	a, b, c, d, e, f, h
2	Real Estate Analyst	f, e, h
1	Property Management Supervisor	f, e, h
1	Community Outreach Liaison	a, b, c, d, e, f, h
2	Program Manager I	f, h
1	Administrative Services Supervisor	a, b, c, d, e, f, h
1	Administrative Services Manager (Database Specialist)	a, b, c, d, e, f, h
1	Commercial Property Disposition Manager	a, b, c, d, e, f, h
3	Real Estate Specialist	f, e, h
2	Property Manager	f, e, h

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

- i. Education and Experience:
Master’s Degree in public administration, planning, real estate, business administration or a closely related field or equivalent. Position requires at least 10 years of progressively responsible professional work experience in the management, marketing and sale of real estate. Successful candidate will demonstrate a history of successful management of a large team of professionals.
- ii. Knowledge, Skills and Abilities:
Knowledge of municipal real estate practices preferred. Must be comfortable making presentations at public meetings, and meeting one-on-one with elected officials. Must have a high degree of diplomacy and tact, as well as strategic vision. Must be able to read, interpret and implement ordinances and statutes.
- iii. Certifications, Licenses, Registrations:
Real estate sales license desirable but not required. Certified Residential Manager desirable but not required.
- iv. Other Requirements:
Ability to control large volumes of detail-oriented work. Effective oral and written communication skills.

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Must be willing to work in the community, including afterhours and on weekends as needed. Must be willing to enter properties that Valid Wisconsin Driver's License and personal automobile available for use on official business.

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 checked="" type="checkbox"/>	Climbing: 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 checked="" type="checkbox"/>	Balancing: 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.
<input checked="" type="checkbox"/>	Stooping: 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 checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: 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"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: 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"/>	Talking: 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"/>	Hearing: 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"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: 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 type="checkbox"/>	Sedentary Work: 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
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	most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: 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"/>	Medium Work: 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"/>	Heavy Work: 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"/>	Very Heavy Work: 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"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: 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"/>	Machine Operators, Mechanics, Skilled Tradespeople: 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 checked="" type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: 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:

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: 10%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: 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"/>	The worker is subject to atmospheric conditions: 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"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator. (as needed)

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.)
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<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" 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 checked="" 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 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 as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Employee is responsible for a high degree of sensitive information, including negotiations and proposals for development throughout the City. Employee must operate with the highest degree of ethical integrity. Employee is responsible for duties as a sworn Special Deputy Commissioner, including signing contracts on behalf of the City of Milwaukee.

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

Signature of Department Head or Designated Representative

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Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole M. Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: June 21, 2024

RE: Request from the Department of City Development (DCD) to re-exempt the position of Real Estate and Development Manager

Position Title	# of Positions	Pay Range
Real Estate and Development Manager	1	1MX (\$123,088-\$144,744)

Please find attached a request from the DCD's Deputy Commissioner Vanessa Koster to re-exempt the position of Real Estate and Development Manager. A copy of the current job description is attached.

The Real Estate and Development Manager is a leadership position within the DCD that serves a critical role by managing the acquisition and disposition of property for redevelopment. Accordingly, the incumbent is privy to confidential, proprietary financial data and has a great deal of interaction with business and real estate stakeholders. It is imperative that the incumbent manages confidential and sensitive information appropriately and is in alignment with and understands the Commissioner's policy directives.

For the above reasons, I recommend that the request to re-exempt the position of Real Estate and Development Manager be granted.

Please contact me at 414.286.8643 should you have additional questions.