

OPEN TO ALL QUALIFIED APPLICANTS
ECONOMIC DEVELOPMENT DIVISION DIRECTOR
DEPARTMENT OF PLANNING AND COMMUNITY AND ECONOMIC DEVELOPMENT

LEGAL RESIDENCE WITHIN THE CITY OF MADISON IS A CONDITION OF EMPLOYMENT FOR THIS POSITION

SALARY: \$82,151.00 - \$110,000.00 annually

GENERAL RESPONSIBILITIES: This is responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Economic Development Division of the Planning and Community and Economic Development Department. This Division incorporates responsibility for the functions and staff of the Office of Business Resources, the Office of Real Estate Services, and the Office of Economic Revitalization. This work places considerable emphasis on creativity, initiative, and judgment. Work places emphasis on internal and external communications and related consensus building. This work is performed under the general leadership of the Director of Planning and Community and Economic Development, with a direct reporting relationship to the Mayor.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Manage and coordinate the activities of the Economic Development Division of the Department of Planning and Community and Economic Development. Hire, train, supervise, coordinate and evaluate staff. Develop and monitor Division budgets. Establish annual performance standards and goals. Serve as Project Manager at the direction of the Mayor and/or Department Director on high-level, complex or sensitive economic development projects. Manage and provide direction, leadership, information and recommendations to subordinate staff on assigned programs, projects and improvements to services. Develop and implement strategies to coordinate programs and the roles and responsibilities of staff. Foster collaboration in achieving goals and objectives. Plan, formulate, coordinate and oversee the Division's projects and activities. Provide direction to staff and set standards and guidelines for providing various redevelopment, tax increment finance and housing revitalization programs and projects, including the coordination of staff services to the Community Development Authority. Ensure adherence to federal and state laws and policies on the acquisition of private property and the relocation of the occupants. Direct the procurement and administration of governmental and foundation grants and other financial resources. Develop and oversee financial assistance programs to assist in redevelopment revitalization, commercial district revitalization, and economic development initiatives, such as existing business development, new business creation and attraction, industry cluster development, and technology transfer. Specifically address the needs of small businesses to include start-up, growth, retention, etc. Oversee preparation of policies, programs and plans for boards, committees, and commissions to implement programs. Review and oversee implementation of policy change recommendations for loan programs, real estate acquisition procedures and economic development programs and projects. Negotiate complex public and private real estate and economic development deals involving sensitive, high-level communication between the State, the County, neighboring communities, the University and other entities. Coordinate and negotiate complex issues with neighborhood and community groups. Maintain close working relationships with other City agencies in achieving Division and City goals. Facilitate the creation and implementation of diverse economic development and revitalization projects. Review recommendations on various loan proposals and provide recommendations on modifications or development of tax increment project plans and redevelopment plans for the redevelopment or economic development of the City. Provide leadership in the preparation of related strategic plans and economic development

initiatives. Promote new and expanded business opportunities through enhanced private and public sector cooperation. Promote and coordinate economic development activities with business organizations, other city departments, other governmental agencies, private sector entities, and the public. Establish effective collaborations with private and public sector entities, including institutions of higher education, in matters of economic and workforce development. Oversee the dissemination of related information to enhance economic development through aggressive outreach efforts. Conduct and/or oversee related research and analysis. Represent/promote program interests locally, regionally, and beyond through a broad spectrum of media (e.g., promotional literature, internet opportunities, trade shows, etc.). Represent program interests within the Mayor's management team, with the Economic Development Commission and before various boards, commissions, and business groups.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the theories, laws, principles and practices of economic development, incorporating real estate practices, economic/business development and neighborhood revitalization strategies, finance, and planning considerations. Thorough knowledge of related public administration principles. Ability to foster private and public partnerships for economic development initiatives. Ability to plan, organize, coordinate and direct complex programs and budgets. Ability to foster open communication among stakeholders. Skill in related financial packaging, and program development, and economic development activities (including projects of a complex and sensitive nature). Ability to effectively manage and supervise a diverse professional and support staff. Ability to establish and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to speak before groups. Ability to maintain adequate attendance.

TRAINING AND EXPERIENCE: Five years of directly related managerial experience encompassing related economic development, real estate, neighborhood revitalization, financing, and related planning considerations. Such experience would normally be gained after graduation from an accredited college or university with a minimum of a degree in real estate, economics, business administration, planning, finance, or a related field. Other combinations of training and/or experience that can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

APPLICATIONS: Are available at the City Human Resources Department, 210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53703; (608) 266-6500; FAX (608) 267-1115; www.cityofmadison.com/employment/employmentListings.cfm. Resumés received without formal application will not be considered. Applications and response to the attached Supplemental Questionnaire will be accepted until 4:30 p.m. on April 29, 2011. Applications received without the Supplemental Questionnaire will not be considered.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law. Persons needing assistance with examinations should contact the City of Madison Occupational Accommodations Specialist at (608) 267-1156.

REPRESENTATION: Non-Represented

This position is identified as a local public official under 19.42(7w), Wisc. Statutes.

CERT 2011099.DOC; JFC 01; COMP GROUP 21; RANGE 18; PCN 4187; DEPT #29; 04/04/2011; LO:17

THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN.

WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF MADISON WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A CITY OF MADISON POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE HUMAN RESOURCES DEPARTMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE, IN THE HUMAN RESOURCES DEPARTMENT.