



Position Description

Job Title	Director of Community and Economic Development
Department	Community and Economic Development
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This high-profile position is responsible for the coordination and implementation of the City’s economic and community development programs, providing direction and oversight for all Department functions including supervision of Department activities and personnel, strategic planning, and management of the City’s property assessment contracted services.

Supervision

Received	City Administrator/Clerk, Mayor and Council
Exercised	Supervises up to five full time (or full time equivalent) employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Serves as the point person for the City’s economic development program; coordinates staff review of development projects, working closely with the Director of Public Works and the City Administrator/Clerk.
- Assists and guides developers through project review and approval processes.
- Negotiates development agreements.
- Markets TIF Districts and City owned land in those districts; promotes City Business and Technology Park.
- Conducts financial analysis; develops economic development policies and procedures

- Works with City's Financial Director, financial advisor and Community Development Authority as needed to accomplish work tasks.
- Coordinates and oversees the City's community development programs; assists the Community Development Specialist as necessary in administering and interpreting the City zoning code; develops zoning code ordinance amendments and map updates as needed; recommends map amendments to the Plan Commission to address changes in the community; reviews and signs off on applications for zoning changes or special exceptions.
- Monitors and makes recommendations to the Plan Commission and Common Council on Comprehensive Plan amendments; reviews and processes annexation petitions and attends all monthly and special meetings of the Plan Commission and Common Council; serves as secretary and non-voting member of the City Plan Commission and Community Development Authority.
- Manages the City's property assessment services contract; ensures contractor is performing duties in accordance with contract and Wisconsin Department of Revenue requirements; ensures the annual Statement of Assessment and resultant assessment roll is compiled timely and accurately; with contractor sets and attends annual Board of Review meetings and provides proper notice of the meetings; assists public and staff with assessment information requested as needed.
- Oversees the City building inspection program; ensures building inspector administers an acceptable program with timely inspections and sound record-keeping; compiles building inspection data and recommends changes to City regulations as needed.
- Manages the City's GIS program including annual utility, zoning and other map updates; coordinates outside consultants on larger mapping projects; assists other departments with GIS mapping needs; coordinates Waupaca County and City mapping services agreement.
- Oversees the Code Enforcement program; advises and assists the Code Enforcement Officer as needed on the interpretation and enforcement of public nuisance abatement ordinances and responds to inquiries from the public.
- Oversees the administration and enforcement of the zoning laws including development and enforcement of ordinances, responses to applications for zoning changes or special exceptions, and updates to zoning maps; advises the Plan Commission and recommends amendments to the Code as needed; attends monthly and special meetings of the Commission.
- Provides administrative and management oversight of the Community and Economic Development Office and its staff; sets work schedules; approves vacation requests; implements City-wide personnel and management policies; administers discipline as needed.
- Develops and manages the annual operating and capital budgets for the Department, including TIF Districts.
- Participates as member of City management team in matters such as employee relations, long range planning, operating and capital budget planning, emergency preparedness, and community relations.
- Performs Americans with Disabilities Act coordination for the City; investigates ADA complaints and advises citizens and property owners on accessibility issues.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree (preferred) in Public Administration, Urban Planning, Business or Economic Development or a related degree; and at least 5 - 7 years of experience in community and economic development; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Principles and practices of economic development in the public sector. • State and federal laws and regulations affecting the practice of economic development. • Zoning laws and comprehensive plans including their formation, process of adoption and enforcement. • The principles and practices of urban planning and zoning. • Modern management principles and techniques. • The use of standard office equipment including computers and relevant software, including GIS applications.
Ability to	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with City officials, developers, contractors, the business community, employees and the general public. • Interpret planning and zoning laws and administrative rules to other governmental officials, employees and the public. • Communicate effectively, both orally and in writing. • Provide leadership and promote a positive working environment. • Read, interpret and analyze a variety of data and information such as financial statements, housing plans, grant applications, contracts, audits, reports, budgets, redevelopment plans, maps, statutes, ordinances and regulations. • Exercise sound judgment, decisiveness and creativity in evaluating and implementing community and economic development programs.
Skill in	<ul style="list-style-type: none"> • Public relations. • Negotiations and consensus building. • Public speaking.

Necessary Special Requirements

Valid Wisconsin driver's license; American Institute Certified Planners (AICP); Certified Economic Development Professional (CeCD).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk

and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

- The employee is occasionally required to bend, climb, balance, crouch or kneel.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations and noise.
- The employee must occasionally lift and/or move up to 50 pounds.