

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

vacant

Work Phone:

DRAFT

2. Class Title (i.e. payroll title):

CDA Executive Director

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mayor

Work Phone:

5. Department, Division & Section:

Community Development Authority

6. Work Address:

7. Hours/Week: 38.75

Start time: End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is responsible managerial and administrative work in directing the diverse programs, activities, and staff of the Community Development Authority (CDA). The incumbent will be expected to prepare and implement redevelopment plans; acquire, hold, or dispose of properties necessary to implement a redevelopment project; redevelop, rehabilitate, and construct affordable housing projects; issue tax exempt revenue bonds to support housing and revitalization projects; administer loan grant programs; create and implement special initiatives that serve the interests of the City and supervise the Housing Operations Division, including managing CDA-owned conventional public housing and operating the Section 8 Housing Choice Voucher Program. This work is characterized by considerable judgment and discretion in planning, coordinating and implementing diverse programs. Work is performed under the general direction of the Mayor, the Director of Planning & Community & Economic Development, and the CDA, and within public policy parameters.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

% A. Direct and implement strategic initiatives of the Community Development Authority

1. Develop and implement a 1-year, 3-year, and 5-year strategic plan for the CDA which identify planning objectives directly related to the CDA mission, values, and vision.
2. Create and disseminate a vision for community and neighborhood redevelopment in the City of Madison.
3. Create, distribute, and implement strategies and communication plans that provide current, accurate, and complete information on CDA activities as well as planned and implemented projects to elected officials, the public, commissioners, residents, case managers, etc.
4. Evaluate current and planned residential and commercial loan programs administered by the CDA.
5. Develop on an continual basis various "public-private" partnership opportunities for community and economic development initiatives within the community that allow the CDA to leverage City and CDA resources to expand successful outcomes within its intended mission.

% B. Direct, oversee, and manage the operational activities of the CDA.

1. Oversee the development and project management processes, such as land planning, architectural services, construction management, financial planning, debt structuring, and property management of CDA projects.
2. Coordinate efforts on behalf of the CDA with other City of Madison department/divisions, other governmental entities outside the City of Madison, and private industry.
3. Supervise the Housing Operations Division. Hire, train, direct, monitor and evaluate a diverse staff both directly and through subordinates.
4. Administer the Division including approving payrolls, functioning as Appointing Authority and performing other necessary administrative and supervisory tasks.
5. Oversee and direct all inter/intra governmental project teams and citizen ad-hoc commissions necessary to the CDA and it's intended objectives.
6. Act as Secretary of the CDA under its legal authority.
7. Recruit, hire, and manage all staff necessary to complete the mission of the CDA.
8. Assure compliance with all City of Madison standards, WHEDA compliance requirements, HUD regulations, and CDA guidelines.
9. Serve on the Mayor's management team and related interdepartmental committees.
10. Serve as project manager for special projects at the direction of the Mayor.
11. Represent the CDA with the press and the public.
12. Provide construction site visits, including negotiations with contractors, architects, landscape architects, and other trades relating to project implementation.
13. Solicit, select, and manage consultants hired to assist in implementing redevelopment activities.

% C. Direct, oversee, and manage the financial activities of the CDA.

1. Direct, lead, and oversee the submission of State and Federal loan and grant applications (e.g. WHEDA low income housing tax credit applications, U.S. Department of Housing and Urban Development proposals), or any other funding sources necessary to achieve the objectives of the CDA.
2. Keep abreast of changes in law or regulations that would affect the operations of the CDA.
3. Evaluate, on a case by case basis, the economic feasibility of any CDA planned project and provide an executive summary and recommendations of such evaluation to the CDA, City Boards and committees, and the Common Council.
4. Evaluate residential and commercial loan programs that will enhance the viability of Madison's neighborhoods and commercial districts.
5. Negotiate complex public and private real estate and economic development deals involving sensitive, high-level communications between State, County, University, and neighborhood interests as applicable, reflecting CDA policy and maximizing the CDA's return to the community.
6. Review plans, reports and budget estimates.
7. Serve as custodian of CDA funds, including keeping records of such funds.
8. Prepare and monitor development and operating budgets to achieve operating goals.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles and practices of community development. Thorough knowledge of public and private financing, to include TIF, NMTC, and revenue bonds. Thorough knowledge of housing operations management principles and practices applicable to multi-site assisted housing programs. Thorough knowledge of federal, state and local laws, regulations, policies and practices related to the operations of housing programs (to include assisted housing management, and the administration of rental assistance programs). Ability to develop and administer operating and capital budgets. Ability to provide specialized advice, counsel, and staff services to public policy makers. Ability to work effectively with diverse agencies, committees and departments. Ability to develop and implement complex planning programs including real estate development. Ability to provide consultation to property owners, developers, businesses, builders and architectural and engineering consultants regarding City plans, programs and regulations (on development proposals and/or business development or redevelopment decisions). Ability to manage and lead a diverse staff of supervisory, professional, maintenance, administrative and clerical employees either directly or through subordinate supervisors/managers. Ability to direct, integrate and coordinate multi-site housing operations. Ability to oversee, delegate, and/or perform related housing operations functions. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.