

CITY OF MADISON POSITION DESCRIPTION

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

vacant

Work Phone:

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

Housing Initiatives Specialist

3. Working Title (if any):

Housing Initiatives Specialist

4. Name & Class of First-Line Supervisor:

Natalie Erdman, CDA Executive Director

Work Phone: 267-1992

5. Department, Division & Section:

Planning & Community & Economic Development

6. Work Address:

Madison Municipal Building
215 Martin Luther King Jr. Blvd.
Madison, WI 53703

7. Hours/Week: 38.75

Start time: End time:

8. Date of hire in this position:

NA

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

NA

10. Position Summary:

This is a responsible, professional, position involving an understanding of local and regional housing trends, the assessment of housing trends in the region and the creation of strategies and initiatives to maintain a broad range of housing choices in the City of Madison, Wisconsin. The work involves communicating with organizations that participate in the finance, construction and operation of non-profit and private sector housing within the region and researching housing initiatives in other regions. It includes working with other city departments and agencies on the implementation of housing initiatives. It also includes assisting other city departments and agencies with planning activities that affect housing in the region. The Housing Initiatives Specialist will staff the Housing Strategy Committee and will have primary responsibility for the preparation of a biennial housing report for the Mayor and the Common Council. This position will provide a broad range of information for the development of effective housing strategies in Madison. The position will work under the general supervision of the Executive Director of the Community Development Authority.

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

- 50% A. Develop, Coordinate and Oversee Housing Initiatives for City of Madison:
1. Facilitate Committee Meetings.
 2. Brief Housing Strategy Committee Members on trends in housing markets.
 3. Prepare a biennial housing report for committee review that includes:
 - a. Current data on the City of Madison and regional housing supply trends.
 - b. Strategies for maintaining a broad range of housing choices for all households.
 - c. Strategies for maintaining and increasing affordable housing in the City of Madison and the region.
 4. Conduct research on housing trends and benchmark with other cities.
 5. Maintain relationships with organizations that develop, finance, construct and manage affordable housing.
 6. Communicate with professionals in the finance, construction, development, sale and management of housing.
 7. Participate in organizations that have a housing industry focus.
 8. Analyze and develop programs and initiatives that support a broad range of housing choices in the City.
- 30% B. Assist Community Development Authority with its housing initiatives:
1. Research and analyze alternate funding sources for the development of affordable housing.
 2. Assist with planning, development, construction and financing of CDA affordable housing.
 3. Provide oversight for existing CDA housing.
- 20% C. Assist other departments and agencies in the creation of housing plans and the implementation of housing initiatives:
1. Advise Planning, Community Development and Economic Development Divisions on the housing market.
 2. Participate in the creation of plans that address housing in the City.
 3. As needed, provide other City department and agencies with assistance on review of housing developments that have requested financial assistance from the City of Madison.
 4. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Working knowledge of and interest in federal, state and local housing programs, policies and initiatives that support vibrant communities. Working knowledge of real estate, finance, development, and management. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with organizations active in the housing market and in particular with organizations active in the affordable housing market. Ability to create and deliver presentations to large groups of people. Working knowledge of and ability to use computer software including the use Microsoft Office Outlook, Word and Excel. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research. Ability to deal with complex

information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to gather, compile, analyze, and interpret housing related data. Ability to exercise judgment and discretion in completing independent projects. Ability to provide primary staff support to the policy review bodies including the Housing Strategy Committee and to facilitate the implementation of their decisions. Ability to assist in policy and ordinance development. Ability to attend meetings during the evening. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to otherwise meet the transportation requirements of the position.

15. Physical requirements:

Employees must have the ability to drive through neighborhoods and to visually observe and inspect neighborhoods and property.

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.