

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone: TBD

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

Economic Development Specialist

3. Working Title (if any):

Economic Development Specialist

4. Name & Class of First-Line Supervisor:

Matthew B. Mikolajewski

Work Phone: 608.267.8737

5. Department, Division & Section:

DPCED, Economic Development Division, Office of Business Resources

6. Work Address:

Madison Municipal Building, Suite 312

7. Hours/Week: 38.75

Start time: 8:30 End time: 4:45

8. Date of hire in this position:

ASAP

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

n/a

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10. Position Summary:

This is a professional position responsible for furthering the City's economic development goals. Work includes managing and executing economic development projects, economic development planning and implementation, policy research and development, outreach, economic development program management, and other tasks as assigned. This work is performed under the direct supervision of the Office of Business Resources Manager, with broader direction provided by the Mayor, Common Council, and senior leadership of the Economic Development Division and Department of Planning, Community, and Economic Development. This is a full-time, permanent (civil service) position. Dane County residency is required.

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

40% A. Economic Development Project Management

Serve as lead staff for the planning and execution of economic development projects, such as

redevelopment within the Capitol East District, the development of the Madison Sustainability Commerce Center, promotion of development within the BioAg Gateway, redevelopment of Judge Doyle Square, and construction of public market facilities. A successful candidate would be expected to do the following with regard to these, and future related, projects:

- Organize City staff effort, including managing staff meetings.
- Manage related consultant contracts, including hiring consultants through an RFP process.
- Apply for public and private grant funding.
- Outreach to developers and business interests.
- Plan and attend community and neighborhood meetings.
- Conduct background research.

15% B. Economic Development Planning and Implementation

Manage updates to City's economic development plan.

Partner with Planning Division staff on preparation of neighborhood and special area plans.

15% C. Economic Development Policy Research and Development

Work with City Commissions and Committees, such as the Economic Development Committee and Madison Local Food Committee, and other City staff on the research and development of City policies to foster economic development.

Partner with City staff on implementation of adopted policies, such as those identified through the Development Review Process Improvement Initiative Report.

15% D. Outreach

Serve as lead staff to plan and execute City outreach to the Madison business community through events such as the Greater Madison Chamber of Commerce Business Expo and Madison Cooperative Business Conference.

Work with City's Information Technology staff to continuously update and improve City's business-related internet presence.

Work to develop and maintain City promotional materials.

10% E. Economic Development Program Management

Lead development of programs, such as the Brownfield Remediation, Employment, and Workforce Development (BREWD) program, to foster economic development; and, manage programs once operational.

Lead application of grant funding from public and private sources to capitalize said programs.

5% F. Other Related Tasks as Assigned

Successful candidate will be expected to complete other related tasks as assigned.

12. Primary knowledge, skills and abilities required:

- Bachelors degree in business, marketing, economics, urban planning, public administration, or related field required, with Masters degree in similar fields desirable. Experience in lieu of Masters degree considered.
- Economic development experience or experience in allied fields (real estate, business, urban planning, etc.) desirable.
- Demonstrated successful project management experience required, including developing and maintaining schedules and budgets.

- Economic development finance (TIF, loans, tax credits, etc.) experience desirable.
- Experience working in, or working knowledge of the public sector desirable.
- Experience developing and implementing public policy desirable.
- Experience managing consultant contracts desirable.
- Ability to collaborate with and build consensus among individuals with different points-of-view required.
- Ability to maintain discretion of confidential information required.
- Ability to multi-task and prioritize work on multiple time-sensitive projects simultaneously required.
- Ability to work both individually with minimal direct supervision, and in team/group settings necessary.
- Ability to communicate effectively orally and in writing required.
- Public speaking/presentation skills necessary.
- Ability to maintain a professional work schedule, which will include early morning meetings, late evening meetings, and occasional weekend commitments that change from week-to-week required.
- Ability to physically access business and economic development sites required.

13. Special tools and equipment required:

Basic computer skills, including the use of the Microsoft Office Suite. Use of standard office equipment (photocopier, fax machine, etc.)

14. Required licenses and/or registration:

Valid Wisconsin Drivers License required.

15. Physical requirements:

Ability to physically access business and economic development sites required.

16. Supervision received (level and type):

Directly supervised by the Office of Business Resources Manager; however, direct contact with the OBR Manager will vary each day, with very limited contact on some days. The ability to "self-start" and work individually is necessary.

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).

n/a

 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.