

## REAL ESTATE DEVELOPMENT SPECIALIST 1-4

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and the review and analysis of public financing projects and instruments. The work is characterized by independent judgment and discretion in real estate development activities, and coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the supervision of the Real Estate Supervisor.

Unless specifically indicated, this series is structured to provide advancement from Real Estate Development Specialist 1 to Real Estate Development Specialist 2, as a function of the employee's career development and generally occurs after two years. Progression to a Real Estate Development Specialist 3 and Real Estate Development Specialist 4 are not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition or a position study.

#### *Real Estate Development Specialist 1*

This is entry-level professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and the review and analysis of public financing projects and instruments. The work is characterized by developing independent judgment and discretion in real estate development activities, including coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the limited supervision of the Real Estate Supervisor and/or the oversight of higher level Real Estate Development Specialists.

#### *Real Estate Development Specialist 2*

This journey-level professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and/or the City's Tax Incremental Financing (TIF) Program, and the review and analysis of public financing projects and instruments. The work is characterized by more developed independent judgment and discretion in the full range of real estate development activities and places emphasis on the more complex and discretionary elements of professional real estate development, including routine project management, and coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the general supervision of the Real Estate Supervisor and/or the oversight of higher level Real Estate Development Specialist.

#### *Real Estate Development Specialist 3*

This is advanced-level professional financial analysis and project management work in the real estate field, including responsibility for the planning, coordination and implementation of economic development projects, and/or the City's Tax Incremental Financing (TIF) Program, and the review and analysis of public financing projects and instruments. The work is characterized by considerable independent judgment and discretion in the full range of real estate development activities and places emphasis on the more complex and discretionary elements of professional real estate development, including ongoing project management, and coordination with various ad-hoc inter/intra-departmental project teams. Work is performed under the general supervision of the Real Estate Supervisor.

*Real Estate Development Specialist 4*

This is advanced-level professional financial analysis and project management work in Real Estate Development Specialist series. Employees at this level are assigned complex economic development projects, and/or the City's Tax Incremental Financing (TIF) Program, and may incorporate long-term complex projects. The work is characterized by considerable independent judgment and discretion in the full range of real estate development activities and places emphasis on the more complex and discretionary elements of professional real estate development, including ongoing project management, policy and program development, and coordination with and/or leadership of various ad-hoc inter/intra-departmental project teams. Work is performed under the general supervision of the Real Estate Supervisor.

Examples of Duties and Responsibilities:

*Real Estate Development Specialist 1*

Participate as a member of City staff teams to manage complex community, economic, neighborhood, and redevelopment proposals involving the DPCED or the Community Development Authority. Analyze complex community, economic, and housing development proposals involving the City, private developers, and other funding partners, both public and private.

Conduct or direct financial analysis of development projects including financial proforma, market demand and absorption statistics, rates of return required for specific types of investments, performance ratios and the evaluation of public benefit vs. public cost.

Determine the appropriate type and level of public financial assistance required for proposed real estate development and redevelopment projects. Prepare and monitor development and operating budgets to achieve operating goals. Prepare specific recommendations for the extent of public financial assistance in real estate development projects. Provide construction feasibility financials for proposed projects.

Participate as a member of a City staff team to negotiate the level, terms and conditions of City financial participation in proposed real estate development projects.

Draft and/or negotiate complex real estate agreements, sales, contracts, leases and

exchanges with the private sector, public agencies and governmental units.

Assist the Community Development Authority and the Department of Planning & Community & Economic Development in the review, analysis and issuance of various public financing instruments including bonds. Work with other City staff as appropriate.

Review and make recommendations on complex financial proposals involving the Department of Planning & Community & Economic Development.

Make presentations to groups such as committees, boards, commissions and other public and private groups as necessary. Assist with staffing of City Board and Commissions and perform related staff work as assigned.

Perform related work as assigned.

#### *Real Estate Development Specialist 2*

All the duties and responsibilities of a Real Estate Development Specialist 1 but with a greater degree of skill and independence of action.

Assist with the drafting of plans detailing public and private activities and costs, which are expected to occur within the TID's or Redevelopment Districts. Promote development activities within the TID's or Redevelopment Districts, including the preparation of requests for development proposals. Evaluate and make recommendations on the feasibility of prospective developments proposals within the TID's or Redevelopment District.

Assist in the administration of the City's TID's. Document activities, maintain historical records, prepare executive summaries, and insure that future contract conditions or "triggers" are implemented.

Prepare reports to determine findings of blight or suitability for industrial development, economic feasibility, land use conformance, public hearing confirmations, and the probability of project success.

Perform related work as required.

#### *Real Estate Development Specialist 3*

All the duties and responsibilities of a Real Estate Development 2 but with a greater degree of skill and independence of action.

Manage complex community, economic, neighborhood, and redevelopment proposals involving the DPCED or the Community Development Authority. Serve as project manager for the administration of complex community, economic, and housing development proposals involving the City, private developers, and other funding partners,

both public and private. Coordinate professional staff for community, economic, and housing development projects on behalf of the DPCED, Economic Development Division, or the Community Development Authority.

Coordinate and administer the City's TID's. Prepare annual budget recommendations for all City tax increment districts. Document activities, maintain historical records, prepare executive summaries, and insure that future contract conditions or "triggers" are implemented.

Perform related work as required.

#### *Real Estate Development Specialist 4*

All the duties and responsibilities of a Real Estate Development 3 but with a greater degree of skill, independence of action, and programmatic leadership.

Manage complex community, economic, neighborhood, and redevelopment proposals involving the DPCED or the Community Development Authority. Serve as project manager for the administration of complex community, economic, and housing development proposals involving the City, private developers, and other funding partners, both public and private. Lead and coordinate professional staff for community, economic, and housing development projects on behalf of the DPCED, Economic Development Division, or the Community Development Authority.

Direct, coordinate and administer the City's TID's. Prepare annual budget recommendations for all City tax increment districts. Document activities, maintain historical records, prepare executive summaries, and insure that future contract conditions or "triggers" are implemented.

Perform related work as assigned.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

#### *Real Estate Development Specialist 1*

Graduation from an accredited college or university with a bachelor's degree in Economics, Business, Finance, Urban Planning, Real Estate, or other related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

#### *Real Estate Development Specialist 2*

Two (2) years of responsible and varied professional experience in the areas of economic

development, real estate development, or real estate finance. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Economics, Business, Finance, Urban Planning, Real Estate, or other related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

*Real Estate Development Specialist 3*

Two (2) years of responsible and varied professional experience in the areas of economic development, real estate development, or real estate finance comparable to that gained as a Real Estate Development Specialist 2 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Economics, Business, Finance, Urban Planning, Real Estate, or other related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

*Real Estate Development Specialist 4*

Two (2) years of highly responsible, varied, and complex professional experience in the areas of economic development, real estate development, or real estate finance comparable to that gained as a Real Estate Development Specialist 3 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Economics, Business, Finance, Urban Planning, Real Estate, or other related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

**Knowledge, Skills and Abilities:**

*Real Estate Development Specialist 1*

Working knowledge of the theories, principles, practices, documents and laws applicable to real estate development. Working knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting). Working knowledge of real estate market trends and data. Working knowledge of and ability to use computer software applicable to position responsibilities (GIS, Excel, PowerPoint, CoStar). Knowledge of private and governmental sources of financing and of local, state and federal programs to encourage economic development. Knowledge of governmental agency operations as they relate to real estate development activities. Knowledge of urban planning, construction, and sustainability principles. Knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context. Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (TIF, loans, grants, cost write-downs). Ability to conduct real estate market research and data analysis. Ability to work with and communicate with a wide variety of people and groups. Ability to work effectively with

multi-cultural populations. Ability to maintain effective working relationships. Ability to speak before groups including presenting data through PowerPoint, explaining complex real estate transactions, and answering technical questions from City Committees. Ability to organize facts and present them clearly in written or graphic form. Ability to perform on-site inspections of buildings and property. Ability to maintain adequate attendance.

#### *Real Estate Development Specialist 2*

Thorough knowledge of the theories, principles, practices, documents and laws applicable to real estate development. Thorough knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting). Thorough knowledge of real estate market trends and data. Thorough knowledge of and ability to use computer software applicable to position responsibilities (GIS, Excel, PowerPoint, CoStar). Working knowledge of private and governmental sources of financing and of local, state and federal programs to encourage economic development. Working knowledge of governmental agency operations as they relate to real estate development activities. Working knowledge of urban planning, construction, and sustainability principles. Working knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context. Knowledge of tax increment financing and related redevelopment activities. Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (TIF, loans, grants, cost write-downs). Ability to perform real estate market research and data analysis. Ability to conduct real estate negotiations. Ability to work with and communicate with a wide variety of people and groups. Ability to work effectively with multi-cultural populations. Ability to maintain effective working relationships. Ability to speak before groups including presenting data through PowerPoint, explaining complex real estate transactions, and answering technical questions from City Committees. Ability to organize facts and present them clearly in written or graphic form. Ability to lead and coordinate professional staff on a project basis. Ability to perform on-site inspections of buildings and property. Ability to maintain adequate attendance.

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#### *Real Estate Development Specialist 4*

Thorough knowledge of the theories, principles, practices, documents and laws applicable to real estate development. Thorough knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting). Thorough knowledge of real estate market trends and data. Thorough knowledge of and ability to use computer software applicable to position responsibilities (GIS, Excel, PowerPoint, CoStar). Thorough knowledge of private and governmental sources of financing and of local, state and federal programs to encourage economic development. Thorough knowledge of governmental agency operations as they relate to real estate development activities. Thorough knowledge of urban planning, construction, and sustainability principles. Thorough knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context. Thorough knowledge of tax increment financing and related redevelopment activities. Working knowledge of effective project management techniques. Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (TIF, loans, grants, cost write-downs). Ability to conduct real estate market research and data analysis. Ability to conduct real estate negotiations. Ability to work with and communicate with a wide variety of people and groups. Ability to work effectively with multi-cultural populations. Ability to maintain effective working relationships. Ability to speak before groups including presenting data through PowerPoint, explaining complex real estate transactions, and answering technical questions from City Committees. Ability to organize facts and present them clearly in written or graphic form. Ability to lead and coordinate professional staff on a project basis. Ability to perform on-site inspections of buildings and property. Ability to maintain adequate attendance.

#### Necessary Special Qualifications:

Ability to meet the transportation requirements of this position.

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

#### **Physical Requirements:**

Work is generally performed in an office environment, using standard office equipment. However, the incumbent must have the physical ability to perform on-site inspections of buildings and property. The incumbent will be expected to travel throughout the City to

visit city-owned property or property under consideration for acquisition.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>	<b>Class Code</b>
DPCED/Economic Development	18	06	
DPCED/Economic Development	18	08	
DPCED/Economic Development	18	10	
DPCED/Economic Development	18	12	

Approved:

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Harper Donahue, IV  
Human Resources Director

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Date