

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Real Estate Development Specialist 1 or 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Dan Rolfs, Real Estate Development Manager

Work Phone:

5. Department, Division & Section:

DEPARTMENT OF PLANNING & COMMUNITY & ECONOMIC DEVELOPMENT, ECONOMIC DEVELOPMENT DIVISION, OFFICE OF REAL ESTATE DEVELOPMENT

6. Work Address:

215 MLK, ROOM 312

7. Hours/Week: 38.75

Start time: 8:00 AM

End time: 4:30 PM

8. Date of hire in this position:

vacant

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

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

11. Position Summary:

This position is responsible for 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 Development Manager.

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

A. Project Management

1. Following City provided training, draft term sheets, City resolutions, loan agreements, prepare for financial closings, manage disbursement requests, and track long-term compliance of projects receiving City financial assistance, often through the Tax Increment Finance (TIF) program.
2. Create and amend Tax Increment Finance (TIF) districts, including drafting project plans, budgets, required notices, resolutions and managing timelines.
3. Maintain TIF information systems and databases including GIS data (training to be provided) related to the City's TIF program
4. Participate as a member of City staff teams to manage complex community, economic, neighborhood, and redevelopment projects.
5. As part of a team, analyze complex community, economic, and housing development proposals involving the City, private developers, and other funding partners, both public and private.
6. As part of a team, negotiate and prepare development agreements, term sheets, purchase and sale agreements, City resolutions, closing documents, and other documents necessary to transact community, economic, and housing development projects.
7. Make presentations to groups such as committees, boards, commissions and other public and private groups as necessary, and assist with media inquiries.
8. Assist with the staffing of City Boards, Committees, and Commissions and perform related staff work as assigned.

B. Financial and Project Analysis

1. As part of a team, negotiate the level, terms and conditions of City financial participation, often through Tax Increment Finance (TIF), for real estate development projects.
2. As part of a team, conduct 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.
3. As part of a team, draft and / or negotiate complex real estate agreements, sales contracts, leases and exchanges with the private sector, public agencies, and governmental units.
4. Assist the CDA and the Department of Planning and Community and Economic Development in the review, analysis and issuance of various public financing instruments including bonds and TIF assistance. Work with other City staff as appropriate.
- 5.

C. Real Estate Asset Management

1. Coordinate, with internal staff and external consultants and contractors, regarding the management of City owned and leased real estate resources.
2. Assist with the management of a portfolio of leases, property management contracts, condominium agreements, and related real estate relationships for City agencies and the Community Development Authority (CDA).

D. General

1. Track and analyze real estate market data and trends.
2. Respond to inquiries from general public, elected officials, and media.
3. Attend training, develop skills, and remain current on issues impacting real estate development and TIF.
4. Perform related work as assigned.
5. Attend after-hours meetings of the CDA, City Committees, the Common Council, and other applicable meetings of City Boards, Commissions, Committees, and community meetings.
6. Maintain constructive working relationships with internal and external partners.

13. Primary knowledge, skills and abilities required:

- Working knowledge of and ability to use and learn computer software applicable to position responsibilities including, but not limited to Word, Excel, and PowerPoint. Geographic Information System (GIS) experience desirable, but not required.
- 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.
- Knowledge of private and governmental sources of financing and of local, state and federal programs to encourage economic development.
- Knowledge of work with government agencies desirable.
- 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 draft real estate documents, including term sheets, loan agreements, purchase and sale agreements, and closing documents,
- Ability to manage real estate and financial closings, and funding disbursements.
- Ability to take ownership over the tracking and management of projects receiving financial assistance from the time of application through long-term compliance.
- 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.

14. Special tools and equipment required:

None

15. Required licenses and/or registration:

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

16. Physical requirements:

The incumbent will be expected to travel throughout the City to visit city-owned property or property under consideration for acquisition.

17. Supervision received (level and type):

Work is performed under the general supervision of the Real Estate Development Manager.

18. 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).

19. 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

20. 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

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.