

COMMUNITY DEVELOPMENT PROJECT MANAGER

CLASS DESCRIPTION

General Responsibilities:

This mid-level project management position is responsible for the planning, coordination, construction and management of community and neighborhood economic development projects in the City of Madison. The work is characterized by considerable initiative, independent judgment and discretion in the full range of community and neighborhood economic development activities and places emphasis on the more complex and discretionary elements of economic development, including ongoing project management and coordination with and/or leadership of various ad-hoc inter/intra-departmental project teams. This position is responsible for projects undertaken by the Community Development Authority and/or other projects within the Department of Planning & Community & Economic Development. The work is performed under the general supervision of either the Real Estate Supervisor or the Manager of the Office of Economic Revitalization within the Economic Development Division of the Department of Planning & Community & Economic Development who will establish and maintain strategic direction.

Examples of Duties and Responsibilities:

Manage complex community, economic, neighborhood, and redevelopment proposals involving the Department of Planning & Community & Economic Development or the Community Development Authority. 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. Prepare and monitor development and operating budgets to achieve operating goals. Prepare specific recommendations regarding the extent of public financial assistance for projects for which this position is responsible. Provide construction feasibility financials for proposed projects.

Assist in the administration of City financial assistance grant and loan programs.

Write plans detailing public and private activities and costs that are expected to occur within redevelopment districts.

Assist in the sale, contract, lease and exchange of property with the private sector, public agencies and other governmental units.

Direct, manage, and lead submission of requests for funding from Local, State, and federal agencies. Examples would include applications for low-income housing tax credits, US Department of Housing and Urban Development programs, etc.

Promote development activities within redevelopment districts, including the preparation, release, and review of market, financial, and development requests for proposals. Evaluate and make recommendations on the feasibility of prospective development proposals within redevelopment districts.

Manage and provide community economic development services to neighborhoods, business districts, and other community-oriented user groups in the City to assist in the implementation of community and/or neighborhood redevelopment and other economic development initiatives.

Document activities, maintain records, prepare executive summaries and financial reports for presentations, and ensure that contract and/or agreement terms and conditions are implemented for community and neighborhood economic or redevelopment projects and activities.

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.

Work closely with other Department of Planning & Community & Economic Development, Economic Development Division staff and other City agencies on improving and streamlining project management and economic development policies and procedures.

Assist with staffing of City Board and Commissions and perform related staff work as assigned.

Lead and coordinate professional staff for community, economic, and housing development projects on behalf of the Department of Planning & Community & Economic Development, Economic Development Division or the Community Development Authority.

Represent the Department of Planning & Community & Economic Development, Economic Development Division and/or the Community Development Authority to other public and private bodies.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the theories, principles and practices of community and neighborhood economic development, including housing and real estate development, financing, neighborhood revitalization, and economic development services (e.g., grant writing and administration). Thorough knowledge of applicable planning programs and processes. Working knowledge and ability to use computer software applicable to position responsibilities. Working knowledge of governmental agency operations as they relate to economic development activities. Thorough knowledge of private and governmental sources of financing and of local, state and federal programs to encourage neighborhood and community economic development. Knowledge of urban and design construction and sustainability principles. Ability to perform complex financial analysis relevant to the granting of public economic development funds. Ability to work with and communicate with a wide variety of people and groups. Skill in related statistical research and marketing considerations including project proformas and budgets. Ability to lead and coordinate

interdisciplinary teams and committees. Ability to communicate effectively both orally and in writing. Ability to physically access business and economic development sites as required. Ability to lead and coordinate professional staff on a project basis. Ability to independently manage and evaluate the effectiveness of complex and multi-faceted grant-funded programs. Ability to work outdoors in all types of weather, including inclement weather. Ability to maintain adequate attendance.

Training and Experience:

Five years of responsible and varied professional experience in the area of community economic development, including experience in managing complex community, economic, and/or neighborhood redevelopment projects, and including at least two (2) years demonstrated experience working with programs such as CDBG, Low-Income Housing Tax Credits, sustainability initiatives (LEED, EnergyStar), or other similar programs. Such experience would normally be gained after graduation from an accredited college or university with a bachelor's degree in Urban and Regional Planning, Real Estate, Business, Finance, Architecture, Landscape Architecture, Construction Management, or other related studies or programs. Other combinations of training and/or experience that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

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

Physical Requirements:

This position requires some work outdoors in all types of weather. The incumbent will be expected to physically visit construction sites and must be able to physically inspect the work at the site.

Department/Division	Comp. Group	Range
Department of Planning & Community & Economic Development	18	12

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date