

ECONOMIC DEVELOPMENT PROGRAM COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible program coordination, administrative support, and special project work in conjunction with the City's professional economic development activities. The work involves providing business assistance, research, project management, and staffing in support of the City's economic development goals. In addition, this position will gather data, conducting economic development studies as assigned, and providing various types of assistance to developers. Under the limited supervision of the Office of Business Resources Manager and additional oversight by the Economic Development Division Director, an employee in this position functions independently in area(s) of responsibility and will be required to exercise judgment and discretion in working with the business community to promote the objectives of the City of Madison's Economic Development Plan.

Examples of Duties and Responsibilities:

Lead road construction planning efforts. Work with City agencies, Alderpersons, neighborhood associations, and neighborhood business districts in the design and implementation of road construction projects within commercial districts. Prepare and maintain road construction educational materials targeted at businesses. Plan and host pre-construction meetings with neighborhood business districts, in advance of road construction projects. Attend meetings with contractors during construction projects.

Respond to specific business requests for information regarding such things as: rezonings, the conditional use permit process, subdivision ordinances, industrial revenue bond applications, and sources of private financing.

Assist businesses in resolving violations of the City's property, building and zoning codes by providing information and recommending alternative measures to comply with code violations that will minimize the cost of compliance and the amount of disruption of business affairs or production. Provide liaison and/or referrals to other appropriate City staff as necessary.

Work with City Engineering, Traffic Engineering, Planning, and the Wisconsin Department of Transportation on State- led transportation studies and planning efforts.

Assist various members of the business community by making them aware of, and guiding them through the various stages of the development process (e.g. land use, building permits, etc.). Explain the involvement of boards and commissions and relevant time frames, and provide other general information applicable to the development process, both formally and informally.

Develop and maintain sources of information related to commercial growth and economic development in the City and perform related research studies (e.g. industrial land index, demographic information, business feasibility, trends in development, etc.) as assigned by the Economic Development Manager.

Maintain a catalogue of business-related community information.

Provide support to small businesses and entrepreneurs. Connect small business owners and entrepreneurs with available financial and planning resources. Work with neighborhoods to foster successful neighborhood business districts. Collaborate with community and business organizations to foster small business development.

Work closely with other providers of small business assistance such as the UW Small Business Development Center, Wisconsin Women's Business Initiative Corporation, and Madison Development Corporation to keep abreast of issues affecting the business community and opportunities to promote City business development goals.

Lead Office of Business Resources efforts in marketing the City of Madison's community profile and other publications regarding development issues.

Monitor the activities of the Plan Commission, Economic Development Commission, and Common Council as they relate to economic development. Prepare and present reports or information to these bodies regarding achievements, requests for policy level action, and/or specific development projects.

Maintain a general awareness of the activities of and establish personal contact with the staff of the Madison Chamber of Commerce, State Department of Development, local utilities, the Madison Board of Realtors, the Madison Development Corporation and other entities whose activities are related to economic development. Advise potential developers of current business conditions, opportunities, key contact people, and the services/information/responsibilities of these various organizations.

Assist with the staffing of the City's Economic Development Committee.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the procedural aspects of the City of Madison's economic development process including the various stages of application review and approval within the City structure. Working knowledge of the principles, terminology, and application of planning and development concepts, to include familiarity with zoning and subdivision ordinances. Working knowledge of economic development feasibility factors, such as financing, real estate, and business administration. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of business operations, conventional business finance, public financial assistance, and commercial/industrial real estate. Ability to assertively assist the business community in interfacing with City development procedures and operating practices in a timely manner in order to promote economic development within the City of Madison. Ability to express complex concepts both verbally and in writing. Ability to develop and maintain effective working relationships with the business community, co-workers, and key representatives in all the major entities impacting on economic development. Ability to compile and report statistical data. Ability to collaborate with and build consensus among individuals with different points of view. Ability to work with and maintain confidentiality of sensitive information. Ability to multi-task and prioritize work on multiple time-sensitive projects simultaneously. Ability to work effectively both individually and as a team member. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Two years of experience in City planning, business, finance, or commercial real estate, at least one year of which included significant involvement in the economic development process, (i.e., the integration of City zoning and building regulations with business considerations to develop or modify business locations and the application of specialized funding tools). Such experience will normally have been obtained after graduation from an approved four year college with a major in planning, business administration, economics, finance, public administration, real estate or a 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.

Necessary Special Qualifications:

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

Physical Requirements:

The incumbent will be expected to physically access and visit sites related to business and economic development. In addition, the incumbent will be expected to attend meetings outside the regular work schedule, including early mornings, evenings, and weekends.

Department/Division	Comp. Group	Range
DPCED/Economic Development Division	16	17

Approved: _____
Brad Wirtz
Human Resources Director

Date