

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: January 23, 2008

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Community Development Director and Economic Development Director**

The 2008 City Operating Budget (and corresponding ordinances changes) provide for the dissolution of the Economic and Community Development Division and the creation of the Community Development Division and the Economic Development Division (which subsume the programs, services, and staff of the previous organizational entity).

The purpose of this report is to reflect this organizational change through the creation of the new respective Division Directors:

Community Development Division

The Community Development Division Director will perform responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Community Development Division of the Planning and Community and Economic Development Department. This Division incorporates responsibility for the functions and staff of the Office of Community Services, the Community Development Block Grant (CDBG) Office, and the Senior Center. This work places considerable emphasis on creativity, initiative, and judgment. Work places emphasis on internal and external communications and related consensus building. This work is performed under the general leadership of the Director of Planning and Community and Economic Development, with a direct reporting relationship to the Mayor.

Economic Development Division

The Economic Development Division Director will perform responsible managerial, professional and administrative work in planning, directing, coordinating and implementing the programs, services and activities of the Economic Development Division of the Planning and Community and Economic Development Department. This Division incorporates responsibility for the functions and staff of the Office of Business Resources, the Office of Real Estate Services, and the Office of Economic Revitalization. This work places considerable emphasis on creativity, initiative, and judgment. Work places emphasis on internal and external communications and related consensus building. This work is performed under the general leadership of the Director of Planning and Community and Economic Development, with a direct reporting relationship to the Mayor.

I have attached class specifications and organizational charts for your review. I recommend that these positions be placed in Compensation Group 21, Range 18. It should be noted that these positions are highly comparable with directly parallel roles, responsibilities and reporting relationships. This placement is one range lower than the previous combined role of the Economic and Community Development

Division Director (21/19) and is equivalent to the previous placement of the Community Development Unit Director (pre-dating the current organization) with comparable responsibilities.

These new positions will be filled competitively.

Two corollary actions are also appropriate: The long-standing position of "Community Development Supervisor" (18/15) primarily responsible for various housing financial incentive programs is organizationally located within the newly titled Economic Development Division. Since this titling has the potential to create confusion externally, I recommend that this single-position class be retitled as "Economic Revitalization Supervisor" (this is only a retitling with no change in the role). Further, now rendered obsolete, I recommend that the vacant class of "Economic and Community Development Unit Director" be deleted.

I have prepared the necessary ordinance and resolution to implement these recommendations.

Attachments

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum
21/19	\$81,146	\$109,546
21/18	\$77,435	\$104,537

ECONOMIC REVITALIZATION SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory, professional and administrative work relative to the City's rehabilitation loan and grant programs; homebuyer's assistance loan and grant programs; lease-purchase housing program; the Tax Exempt Rental Housing Bond Program; and the coordination and management of resources and efforts to revitalize the City's older housing and neighborhoods. This position serves as staff to the Community Development Authority (CDA), and provides a wide range of professional and technical support functions relative to community development activities (e.g., neighborhood revitalization, housing rehabilitation and finance, private sector redevelopment, etc.). The employee develops and coordinates assigned programmatic responsibilities with a high degree of independence and initiative. Work is reviewed by the Director of Economic Development for compliance with established goals and objectives.

Examples of Duties and Responsibilities:

Manage the City's housing rehabilitation and homebuyer's assistance loan programs. Supervise the housing rehabilitation and homebuyer's assistance program staff. Review and approve/reject loan applications and loan subordination requests; review and make recommendations on program handbook waivers, amendments, mortgage assumptions, and target area adjustments. Initiate and conduct promotional activities; make presentations at neighborhood meetings, homebuyer seminars and meet with groups of real estate brokers; monitor rehabilitation loan program income and administrative expenses; prepare and present program status reports. Write Program operating guidelines; annual reports and work plans; prepare and submit housing grant applications; and prepare and submit information to the unit director for incorporation into the Annual Operating and Capital Budget. Work with City Attorneys in dealing with loan defaults, bankruptcy and mortgage foreclosures.

Conduct housing revitalization initiatives and manage resources. Initiate and design housing program models and strategies for new funding. Work with private financial institutions in creating and implementing joint City and private community reinvestment programs. Research and analyze specific housing and neighborhood revitalization issues; prepare and present written reports on findings and recommendations. Coordinate rehabilitation activities with systematic code enforcement targeting, redevelopment projects and private sector resources; oversee contracts with private consultants for services necessary to carry out the programs.

Facilitate the development of housing projects under the Section 8 Moderate Rehabilitation Program. Prepare and issue Request for Proposals for Program Assistance; review proposals and select project developers. Review inspection reports, work write-ups, project plans and specifications. Calculate base and contract rents; evaluate financial feasibility of projects. Prepare Housing Assistance Payment contracts for execution; coordinate the development process with the issuance of rent certificates by the Public Housing Authority.

Administer the City's Tax Exempt Rental Housing Bond Program. Provide program information to the public and developers. Process housing bond applications and present recommendations on approval or disapproval to the appropriate public bodies. Review detailed bond closing documents with the City Attorney. Oversee the monitoring of housing bond projects for compliance with City, State and Federal regulations.

Serve as staff to the Community Development Authority. Represent the CDA at a variety of public events and handle all matters of the CDA in the absence of the Executive Director. Prepare and present the CDA Annual Report and Work Plan. Conduct orientation for new commissioners, update CDA profiles, etc; schedule and attend all meetings of the CDA and its subcommittees.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Thorough knowledge of the theories, principles, and practices of Community Development, to include neighborhood revitalization, housing rehabilitation and finance, and private sector redevelopment. Thorough knowledge of loan and grant programs relative to rehabilitation and redevelopment including related governing rules, qualifications, regulations and statutes. Ability to provide professional counsel to boards, commissions, and other organizations regarding a wide range of community development issues. Ability to supervise and coordinate professional and clerical staff. Ability to prepare, manage and monitor operating and capital budgets. Ability to prepare and/or review financial feasibility studies. Ability to develop and monitor work plans. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Three years of responsible professional experience in community development work which included neighborhood revitalization, housing rehabilitation and finance, and private sector redevelopment activities; one year of which must have been in a leadership capacity. Such experience would normally be gained after graduation from an accredited college or university with a degree in Urban Planning, Real Estate, Business, or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, 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.

Department/Division	Comp. Group	Range
Department of Planning and Community and Economic Development	18	15

Approved: _____
Brad Wirtz
Human Resources Director
Date