

DRAFT

COMMUNITY DEVELOPMENT AUTHORITY (CDA) EXECUTIVE DIRECTOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible managerial and administrative work in directing the diverse programs, activities, and staff of the Community Development Authority (CDA) within the Department of Planning & Community & Economic Development (DPCED). The incumbent will be expected to prepare and implement redevelopment plans; acquire, hold, or dispose of properties necessary to implement a redevelopment project; redevelop, rehabilitate, and construct affordable housing projects; issue tax exempt revenue bonds to support housing and revitalization projects; administer loan grant programs; create and implement special initiatives that serve the interests of the City and supervise the Housing Operations Division, including managing CDA-owned conventional public housing and operating the Section 8 Housing Choice Voucher Program. This work is characterized by considerable judgment and discretion in planning, coordinating and implementing diverse programs. Work is performed under the general direction of the Mayor; the Director of Planning & Community & Economic Development, who reviews work performance for conformance with established goals and objectives; and the CDA, within public policy parameters.

Examples of Duties and Responsibilities:

Direct and implement 1-year, 3-year, and 5-year strategic plans for the CDA which identify planning objectives directly related to the CDA mission, values, and vision. Create, distribute, and implement strategies and communication plans that provide current, accurate, and complete information on CDA activities as well as planned and implemented projects to elected officials, the public, commissioners, residents, case managers, etc. Develop on an continual basis various "public-private" partnership opportunities for community and economic development initiatives within the community that allow the CDA to leverage City and CDA resources to expand successful outcomes within its intended mission.

Oversee the operations and functions of the Housing Operations Division. Assure operation in accordance with rules, regulations, ordinances, policies, directives and prepare for and respond to audits and reviews. Establish and maintain performance objectives with the Divisions' supervisors and establish annual objectives for the Division with the DPCED Director. Hire, train, direct, monitor and evaluate a diverse staff both directly and through subordinates. Administer the Division including approving payrolls, functioning as Appointing Authority and performing other necessary administrative and supervisory tasks. Keep the Division up-to-date on related program rules and policies. Assure effective use of the Division's programs. Analyze and improve programs, interpret ordinances and regulations, seek new programs and opportunities.

Oversee the development and project management processes, such as land planning, architectural services, construction management, financial planning, debt structuring, and property management of CDA projects. Coordinate efforts on behalf of the CDA with other City of Madison departments/divisions, other governmental entities outside the City, and private industry. Assure compliance with all relevant standards.

Develop, present, and monitor operating and capital budgets. Direct, lead, and oversee the submission of State and Federal loan and grant applications. Evaluate residential and commercial loan programs that will enhance the viability of Madison's neighborhoods and commercial

districts. Evaluate the economic feasibility of CDA-planned projects. Negotiate complex public and private real estate and economic development deals. Serve as custodian of CDA funds, including keeping records of such funds.

Provide advice, counsel, staff services, program and financial status reports to the Community Development Authority, Common Council, Boards and Committees, other Departments and Divisions, outside agencies and neighborhood/community groups. Maintain effective working relationships with funding sources, federal government, public, press, professional groups and elected representatives and respond to citizens and customers. Make public presentations, share information on housing issues, plans, and Division accomplishments with neighborhood/community groups, property owners, and CDA residents.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of community development. Thorough knowledge of public and private financing, to include TIF, NMTC, and revenue bonds. Thorough knowledge of housing operations management principles and practices applicable to multi-site assisted housing programs. Thorough knowledge of federal, state and local laws, regulations, policies and practices related to the operations of housing programs (to include assisted housing management, and the administration of rental assistance programs). Ability to develop and administer operating and capital budgets. Ability to provide specialized advice, counsel, and staff services to public policy makers. Ability to work effectively with diverse agencies, committees and departments. Ability to develop and implement complex planning programs including real estate development. Ability to provide consultation to property owners, developers, businesses, builders and architectural and engineering consultants regarding City plans, programs and regulations (on development proposals and/or business development or redevelopment decisions). Ability to manage and lead a diverse staff of supervisory, professional, maintenance, administrative and clerical employees either directly or through subordinate supervisors/managers. Ability to direct, integrate and coordinate multi-site housing operations. Ability to oversee, delegate, and/or perform related housing operations functions. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Five years of responsible varied experience in community and neighborhood development, supplemented by experience with new market tax credits, redevelopment bond issues, land use planning, financial analysis, and development experience in all phases of real estate development. Low Income Housing Tax Credit experience is preferred, but not required. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in public administration, planning, business, urban development, 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 these positions will also be considered.

Necessary Special Qualifications:

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

Department/Division	Comp. Group	Range
Planning & Community & Economic Development	21	18

Approved:

Brad Wirtz
Human Resources Director

Date