CITY OF MADISON POSITION DESCRIPTION

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

   Vacant

   Work Phone: 608-243-0301

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

   Real Estate Development Specialist 4

3. Working Title (if any):

   N/A

4. Name & Class of First-Line Supervisor:

   Heather Stouder, Administrative Services Manager (CG18, R15)

   Work Phone: 608-261-5567

5. Department, Division & Section:

   Department of Planning, Community, & Economic Development (DPCED) – Office of the Director, and; DPCED – Community Development Authority (CDA) - Redevelopment

6. Work Address:

   Madison Municipal Building, Suite 130

7. Hours/Week: 38.75

   Start time: 8:30 AM End time: 5:00 PM

8. Date of hire in this position: September 2026

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

---

10. Position Summary:
    This is an advanced level professional real estate position encompassing the planning, coordination, construction, and implementation of housing development and transactions including sale and management of real property interests for the City, financial analysis, negotiation, deal structuring, and project management. This work is characterized by considerable independent judgment and discretion in the full range of development activities and places emphasis on more complex and discretionary elements of real estate development including ongoing project management and coordination with and/or leadership of various ad-hoc interdepartmental teams.

    The work of the Real Estate Development Specialist focuses primarily on the CDA Redevelopment agency's real estate portfolio, which generally corresponds to the work and skills required in the Real Estate Development Specialist series. Additionally, this position will lead affordable housing redevelopment efforts for CDA properties in coordination with CDA Housing Operations staff. This work requires strict adherence to federal HUD regulations and specific guidance for real estate property redevelopment and often requires extensive interagency coordination of key stakeholders within and outside of DPCED. Work is performed under the general supervision of the Administrative Services Manager in the Office of Director with substantial collaboration with and oversite from the CDA Housing Director and CDA Executive Director/DPCED Director.

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

30% A. Project Management

1. Conduct site searches for City Real Estate or CDA Housing Development and Redevelopment projects.
2. Hire through requests for proposals (RFP) developers, architects, and contractors serving on housing development project teams.
3. Manage complex real estate projects and lead housing development project teams.
4. Participate in and/or lead City/CDA staff teams to lead and develop housing projects including their planning, financing, construction, and ongoing asset management.
5. Negotiate complex financial packages for housing development projects (e.g. Section 42 tax credits, bank financing, etc.)
6. Analyze options and recommend deal structures for housing projects such as lease vs own, ground leasing, condominium, levels of affordability, etc.

30% B. Financial and Project Analysis

1. Oversee and/or prepare reports to determine findings of blight, suitability for development, economic feasibility, zoning and land use conformance, probability of project success, and other related information related to financial and project analysis.
2. Conduct financial and feasibility analysis of housing and other real estate projects, including those requesting financial support from the City.
3. Provide comprehensive reporting to staff colleagues and policy makers regarding findings of financial and project analysis.

25% C. Property Acquisition and Disposal

1. Negotiate and manage transactions for the acquisition and/or sale of City real estate.
2. Determine and administer the process for the acquisition and/or disposal of land banked and surplus property.
3. Coordinate with the City of Madison Attorney's Office as needed to support property transactions.

15% D. General

1. Track and analyze real estate housing market data and trends.
2. Respond to housing inquiries from general public and elected officials.
3. Make presentations on housing development projects to committees and community groups.
4. Attend training, develop skills, and remain current on issues impacting housing development.
5. Support special projects to expand and improve affordable housing program delivery in Madison--including grant and program funding applications, HUD property removal applications, RAD applications.
6. Perform related work as assigned.

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of the theories, principles, practices, documents and laws applicable to real estate development.
- Thorough knowledge of the theories, principles, and practices of commercial real estate finance (discounted cash flow, IRR, basic accounting).
- Thorough knowledge of private and governmental sources of financing and of local, state and federal programs to encourage affordable housing development (Public Housing, RAD, Section 8, HOME, CDBG, and Section 42 tax credits).
- Working knowledge of governmental agency operations as they relate to real estate development activities.
- Knowledge of urban planning, construction, and sustainability principles.
- Thorough knowledge of the theories, principles, practices, documents and laws pertinent to real estate acquisition, leasing, and sale within a governmental context.
- Thorough knowledge of real estate market trends and data.

- Ability to perform complex financial feasibility analysis relevant to the granting of public funding assistance (TIF, loans, grants, cost write-downs).
- Working knowledge of and ability to use computer software applicable to position responsibilities (GIS, Excel, PowerPoint, CoStar).
- Skill in real estate market research and data analysis.
- Skill in conducting real estate negotiations.
- 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 visually, 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.
- Strong project management skills and ability to lead and coordinate professional staff on a project basis.
- Ability to perform on-site inspections of buildings and property.
- Ability to maintain adequate attendance.

---

13. Special tools and equipment required:

    None

14. 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.

15. Physical requirements:

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

    The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including occasional evenings and weekends.

16. Supervision received (level and type):

    Work is performed under the general supervision of the DPCED Administrative Services Manager with additional oversite from and substantial collaboration with the CDA Housing Director and CDA Executive Director / DPCED Director.

17. 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).

18. 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 _____

19. 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).

_____ 5/6/2026_____

SUPERVISOR DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Building, (608) 266-4615.