

ECONOMIC DEVELOPMENT SPECIALIST

Recruitment #1602-4620-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 2/20/2016

Filing Deadline 3/11/2016 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Department of City Development Commissioner and Deputy Commissioner, City of Milwaukee.

PURPOSE

How can you drive the revitalization process in City of Milwaukee neighborhoods and commercial districts? Are you ready to partner with local neighborhood and business leaders to coordinate positive change?

An Economic Development Specialist will coordinate localized economic development efforts through the Commercial Revitalization Grant Program and fostering partnerships with local Business Improvement Districts (BIDS), Neighborhood Improvement Districts (NIDS), local enterprises and elected officials.

ESSENTIAL FUNCTIONS

- Support for assigned BIDS/NIDS including assuring at least four contacts and attendance at the annual meeting.
- Provide direct support to assigned BIDS/NIDS as required.
- Assure assigned BIDS/NIDS remain in compliance with State Statutes to include receipt of annual financial audits.
- Evaluate annual operating plans for assigned BIDS/NIDS.
- Process assigned grant applications to include site visits and reimbursement processing.
- Develop building inventories (in conjunction with BIDS) and identify strategic development opportunities with selected commercial districts.
- Appear before public bodies and community organizations to articulate issues and positions of the Department of City Development relating to commercial corridors.
- Develop new and innovative strategies for commercial corridor development.
- Identify challenges to enhancing neighborhood commercial districts and propose thoughtful solutions to those challenges.
- Establish and maintain active communication with members of the Common Council regarding development initiatives and concerns within their districts.
- Work with the Assessor's Office to assure timely processing and issuance of BID/NID Assessment checks and assure timely processing of grant applications.
- Coordinate BID Council meetings for the Neighborhood Business Development Team.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business, economics, urban affairs, real estate or closely related field from an accredited college or university.
 - *Note: Equivalent combinations of education and professional experience may be considered.*
2. Three years of program formulation and project implementation experience in the areas of economic development and/or commercial real estate development.
3. Valid driver's license and possession of a properly insured vehicle for use on the job is required at time of appointment and throughout employment.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be submitted with your resume and cover letter. Resumes without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to increase personal understanding of regulatory and legislative issues and programs through study and professional development.
- Excellent organization, project management, verbal and written communication skills.
- Ability to speak in public settings and give public presentations.
- Ability to keep records and synthesize information into clear and concise reports.
- Ability to work independently and take initiative on projects.
- Interpersonal skills to effectively work with diverse individuals at all levels of the organization including co-workers, managers, contractors, vendors, elected officials, and the general public.
- Ability to represent the Administration's priorities to elected officials and partners.
- Excellent research, analytical, writing, and communication skills.
- Skilled in Microsoft Office Suite use: Word, Excel, PowerPoint, and Outlook.

CURRENT SALARY

The current starting salary (PG 2GX) for City of Milwaukee residents is \$51,469 annually, and the non-resident starting salary is \$50,206. Appointment above the minimum is possible based on qualifications and experience.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Department of City Development reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme***

Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.