



Department of Employee Relations
City Hall, Room 706
200 E. Wells St.
Milwaukee, WI 53202-3554



COMMERCIAL CORRIDOR MANAGER

Department of City Development

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the DCD Commissioner

PURPOSE: Responsible for the development, improvement and implementation of Milwaukee's neighborhood commercial revitalization strategies. Manage staff responsible for implementing neighborhood commercial revitalization programs.

ESSENTIAL FUNCTIONS:

- Manage City's commercial revitalization programs by developing marketing strategies, establishing annual performance goals, ensuring high-quality customer service, obtaining customer feedback, implementing improvements, and maintaining accurate records of program activity.
- Research and establish new programmatic approaches that support Milwaukee's commercial corridors.
- Communicate with policymakers, funders, business people and stakeholders about Milwaukee's commercial revitalization programs.
- Develop and oversee contracts with partners for commercial revitalization services that supplement and complement the work staff.
- Manage commercial revitalization staff, delegate work, evaluate performance, and hold regular staff meetings.
- Manage City's relationship with Business Improvement Districts through the development and implementation of a program of ongoing contact with BIDs and a regular training program for BID staff to assist them to access City services and programs.
- Ensure timely and accurate delivery of property valuation information to BIDs. Ensure that BIDs conform to City requirements with respect to board membership, meetings, completion of annual audits, and submittal of annual operating plans.
- Provide assistance in developing new BIDs, including assistance with boundary identification, public information meetings and all Common Council processes related to the establishment of BIDs.
- Work with the Mayor's office to identify appropriate nominees for BID Board vacancies.
- Identify strategic development and infrastructure improvement opportunities within commercial districts. Develop and implement work plans to pursue such opportunities.
- Develop budget requests for programs from public and private sources.
- Nurture partnerships with other entities that support commercial revitalization initiatives, such as Business Improvement Districts, LISC-Milwaukee, minority chambers of commerce, and the University of Wisconsin-Milwaukee School of Architecture and Urban Planning.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Urban Planning, Business Administration, Public Administration or related field from an accredited college or university.
2. Five (5) years of experience in a position with responsibility for program development, administration and evaluation with at least three (3) years of management experience.
3. A valid driver's license and properly insured vehicle at time of appointment (mileage reimbursement provided).

DESIRABLE QUALIFICATIONS:

- Master's Degree in a related field.
- Experience with commercial real estate transactions.
- Experience with management of a Main Street or Business Improvement District.
- Bilingual in Spanish.

NOTE: Equivalent combinations of education and experience may also be considered.

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KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of Milwaukee's Business Improvement Districts and Wisconsin BID law.
- Knowledge of commercial revitalization strategies that succeed in urban neighborhoods.
- Knowledge of management principles, program management and development, and public administration.
- Strong oral communication skills; the ability to make presentations at public meetings.
- Strong negotiating skills.
- Strong written communication skills; ability to write clear and concise business communications, such as memos, technical reports, budget summaries, policies, procedures, and performance reviews.
- Ability to read and interpret complex work-related documents such as laws and regulations.
- Ability to provide excellent customer service and resolve escalated complaints.
- Ability to plan, organize, prioritize, and delegate work.
- Ability to adapt and respond to change quickly.
- Ability to recommend and implement solutions to complex problems.
- Ability to establish and maintain effective working relationships with others, including colleagues, elected officials, representatives of outside agencies, and the public.

SALARY (1EX): The current starting salary is \$58,462 annually for City of Milwaukee residents. The non-resident starting salary is \$57,028 annually. **Appointment above the minimum is possible.**

THE SELECTION PROCESS: The Department of City Development reserves the right to call only the most qualified candidates to the interview process.

APPLICATION PROCEDURE:

Cover letters and resumes should be sent to the Department of City Development, 809 North Broadway, 3rd Floor, Milwaukee, WI 53202-3653, ATTN: Judy Allen **by August 22, 2014.**