

**Salary:** \$126,155 to \$170,309 annually plus benefits

**Open:** June 25, 2019 | **Close:** July 29, 2019

## About the Position

The City of Madison is searching for a creative, collaborative leader who knows how to center equity and lead a strong team to accomplish great things. This is an opportunity to lead a critical department in a growing city and to work with a new and innovative mayor. The Department consists of the Planning Division, the Community Development Division, the Economic Development Division, the Building Inspection Division, and the Community Development Authority (CDA) Executive Director, who oversees Housing Operations. The successful applicant will be in a position to influence the built environment of Madison for years to come, by implementing transit-oriented development that is equitable and avoids displacement. This position will play a significant role in community economic development, focusing on building community wealth via a diverse and thriving business community. This work is characterized by considerable judgment and discretion in leading, managing, planning, coordinating and implementing diverse programs. Work is performed under the general direction of the Mayor, and within public policy parameters.

## About Madison

The city of Madison has a population of over 250,000 in a region of more than 500,000 and is consistently ranked as one of the best places to live in the U.S. Surrounded by five lakes, Madison is home to a City-owned transit system with high ridership, a walkable and thriving downtown, many unique and walkable neighborhoods, one of the best networks of biking trails in the U.S., distinctive locally owned restaurants and businesses, excellent healthcare, and unique music venues.

The Madison economy is thriving. State government and the University of Wisconsin-Madison continue to play important roles; however, the City is evolving from a government-based economy to one that is more private sector driven. Biotechnology, information technology, healthcare, insurance, and specialized manufacturing are some of the sectors that are growing within the community.

## The Ideal Candidate

- Three (3) years of responsible managerial experience in directing the staff and programs of a complex governmental unit, such as a department or division primarily engaged in a combination of land use planning and community development, real estate and development, and economic development.
- A minimum of a Bachelor's degree in Public Administration or City Management, Planning and Community Development, Real Estate and Development, Economic Development, or a related field.
- Significant Project Management experience.
- Experience developing and overseeing large budgets. The overall operating budget for the agencies in DPCED is just over \$24 million dollars, and the capital budget is just over \$40 million dollars.
- Experience with land use, building, zoning, and housing regulations, including sustainability practices.
- Knowledge of related Federal, State, and Local programs which support community, economic, and housing development.
- A deep commitment to Racial Equity principles and a record of implementing them in the workplace.
- Demonstrate success in establishing and maintaining effective working relationships in a multi-stakeholder environment with varying levels of authority including senior leaders.
- Leverage lessons learned, best practices, program data, evaluations and other information to support the development and sustainability of projects and programs.
- Support the communication of project outcomes to stakeholders in collaboration with communications team.
- Demonstrated success in provision of leadership, vision, communication, and cohesion through management of multiple units with differing cultures and priorities.



**Salary:** \$126,155 to \$170,309 annually plus benefits

**Open:** June 25, 2019 | **Close:** July 29, 2019

## Immediate and Long-Term Responsibilities

### IMMEDIATE:

- Coordinate with the City DOT on the planning for Bus Rapid Transit and ensure that land use, real estate development, and economic development are coordinated with transportation planning.
- Manage large development projects the City is engaged in, like Judge Doyle Square
- Oversee the City's housing preservation and creation efforts, working closely with the Mayor's office and the Housing Strategy Team.
- Oversee the City's efforts to improve our community's ability to recruit and retain professionals of color, working with economic development staff and the Mayor's office.
- Coordinate with planning, engineering, sustainability and other staff to ensure that the City's land use and economic development policy supports the City's goals and efforts around storm-water management and greenhouse gas reduction.
- Develop the strategic vision for the Community Development Authority, in concert with staff and the CDA Board.

### LONG-TERM:

- Work with the City's Performance Excellence Team to set goals, implement plans, and continually improve practice in the Department. Support staff in strategic planning, work planning, and process evaluation.
- Manage the Department's budget.
- Work across departments and divisions to implement the City's comprehensive plan.
- Develop, in concert with the Mayor's office, a long-term housing plan and work to implement it.
- Work to integrate the city's efforts in community and economic development.
- Integrate racial equity and environmental sustainability into everything the Department does.
- Recruit, retain, manage and support an excellent staff.

## Application Process

Applicants must apply for the position on the City's website at [cityofmadison.com/jobs](http://cityofmadison.com/jobs). Completed applications will include answers to the supplemental questions which must be attached to your electronic application. Applications must be received by July 29, 2019 to be considered.

