

Exhibit A – Current - (%=time allocated)
Community Development Supervisor Responsibilities

DEVELOPMENT (22%)

- Assistance with Common Council items
- Tax Increment Financing Reports and Filings
- Participation in Developer meetings and negotiations
- Communications and status updates
- Project oversight
- City real estate acquisition
- Assist with Economic Development programs

Community Development Block Grant Funds (27%)

- Reports and Plans (Annual, Consolidated, CAPER)
- IDIS reporting
- Communications with Milwaukee County and federal agencies
- Fair Housing and AFH
- Oversee Section 3, Prevailing Wage reporting, and Monitoring responses
- CDBG training and meetings

SPECIAL PROJECTS (14%)

- Zombie Properties
- Park Projects
- Plan Implementation
- Grants

COMMUNITY DEVELOPMENT AUTHORITY (15%)

- Agendas, resolutions
- Meetings, presentations
- Staff Reports
- Documents

HOUSING (18%)

- Staff supervision
- HOME Funds
- Section 8 Voucher /VASH – 606 vouchers
- Housing Grant and Loan Programs
- Real estate acquisition

BELOIT ROAD SENIOR HOUSING (4%)

- Tax Credit Compliance
- Budget
- Reports/Audit
- Monitoring
- Oversee staff person
- Insurance

Exhibit B - Modified - (%=time allocated)
Community Development Supervisor Responsibilities

HOUSING (60%)

- Staff supervision
- HOME Funds
- Section 8 Voucher /VASH – 606 vouchers
- Housing Grant and Loan Programs
- Real estate acquisition

NEW - Community Development Block Grant Funds (27%)

- Reports and Plans (Annual, Consolidated, CAPER)
- IDIS reporting
- Communications with Milwaukee County and federal agencies
- Fair Housing and AFH
- Oversee Section 3, Prevailing Wage reporting, and Monitoring responses
- CDBG training and meetings

NEW-SPECIAL PROJECTS (5%)

- Plan Implementation
- Grants

NEW- BELOIT ROAD SENIOR HOUSING (8%)

- Tax Credit Compliance
- Budget
- Reports/Audit
- Monitoring
- Oversee staff person
- Insurance

Removed - DEVELOPMENT

Removed - COMMUNITY DEVELOPMENT AUTHORITY

Job Description Questionnaire

Exhibit C

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

Blue is Deleted

Red is New

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City of West Allis
Job Title	Community Development Supervisor	Work Location	City Hall
Department	Department of Development	Division	Community Development Division
Full-Time / Part-Time	Full-time, 40+ hours	Part-Time (Hrs per Wk)	
Supervisor Name	Patrick Schloss	Supervisor Title	Manager, Community Development Div.

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Supervise staff of 34 in the Housing Office through oversight of the Section 8 program (602 vouchers); decision-making, leadership and guidance of program policies and procedures; direct contact to 34 Housing staff with any concerns/questions/problems they may have with a participant on the Section 8 program, or between themselves; facilitate training and hiring of staff , conduct bi-annual performance evaluations of 34 Housing staff members; provide staff support to the Resident Advisory Board. \$2.5 million annual budget. Also requires constant knowledge of federal law changes and/or notices that are released by HUD that affect the Section 8 & Veterans Affairs Supportive Housing program. Maintain communication with HUD representatives in the Milwaukee HUD office. Assigns and directs work of others through instruction, demonstration, and monitoring.	D	10%
Housing Choice Voucher (Section 8) Program daily operations & case files	D	20%
Manage the City's Community Development Block Grant (CDBG) program, approximately \$1.3 million annual budget/allocation of federal funds from HUD; budget CDBG funding; manage several individual activities that are funded by CDBG funds, which can be very time-consuming if the project is large, such as the current park improvement projects currently being worked on; monitor several outside entities for the proper use of their CDBG activities that the City provides funds for; reporting into HUD's software program; provide staff support to Block Grant Committee and Common Council for review and adoption of 5-year Plan, annual Plans and annual budget; development and implementation of City's 5-year and annual Plans for the CDBG program; representative of the City for regional cooperation with 5-year and annual Plans, as required by HUD; provide responses to HUD if/when they monitor West Allis's CDBG program. Also requires constant knowledge of federal law changes and/or notices that are released by HUD that affect the CDBG program. Maintain communication with HUD representatives in the Milwaukee HUD office. Countersigns on program disbursements for approved activities and internal expenditures.	D	26%
Veterans Administration Supportive Housing (VASH) Program daily operations & case files	D	15%
Delete Guide the supervision of 15 Tax Increment Finance (TIF) Districts, including approvals and amendments to the Districts. Includes writing TIF Plans, complex budgeting of TIF Plans (forecasting budgets 27 years out),	N* When needed,	12%

resolution drafting and providing presentations and as needed before several committees (Community Development Authority, Joint Review Board, Common Council, etc.), and packaging TIF Plans for State approval.	easily becomes a daily duty for months at a time	
Prepares annual plan and assists in the utilization of HOME funds and implementation of the program.	D	5%
Provide staff support relative on housing programs to the Community Development Authority (CDA) committee, which meets monthly. Support includes writing staff report summarizing projects or programs and changes for CDA approval, writing resolutions, putting together a PowerPoint presentation, and as necessary, presenting projects before the CDA at monthly meetings. Typical projects presented before the CDA include contracts (new or amendments) with environmental consultants, financial consultants, construction contracts, housing rehab loan approval, TIF Plans, Section 8 policy changes, Beloit Road Senior Housing updates, etc. Request for Proposals, etc.	M	5%
Staff support for the Common Council, which meets twice/month. Support includes writing resolutions and/or ordinances, putting together a PowerPoint presentation. Typical projects presented before the Common Council CDBG-funded projects, CDBG Plans, Housing Plans, contracting with consultants, construction contracts, TIF Plans, Request for Proposals, etc.	M	2%
Assure compliance with and evolution of Section 8 Administrative Plan, prepare annual plan, coordinate with HUD schedules and guidance, submit reports to HUD, assure compliance with Federal regulations, approve weekly expenditures	D	5%
Oversight and supervision of various state and federal grants, including: the Neighborhood Stabilization Program (NSP – originally a \$1 million grant, with program income added over the last 7 years), the HOME program (\$200,000 annual grant, housing rehab/new construction program), the Community Development Block Grant – Emergency Assistance Program (CDBG-EAP – a one-time \$6.8 million grant that is winding down for the acquisition, demolition, relocation, rehab, infrastructure improvements for various properties and areas throughout the city); occasional Wisconsin DNR environmental grants. Grant management includes implementation/knowledge of federal and state regulations/program rules, quarterly reporting, some financial management of the budget, monitoring of projects, responding to state/federal monitoring, some construction oversight, etc. Each grant requires an application submittal, and various applications are submitted annually for other grants that may not be awarded.	N* When needed, easily becomes a daily duty for months at a time	5%
Direct supervisor of the property manager (who is employed by a 3 rd party, 30 hours/week at the property) at the Beloit Road Senior Apartments, a 104-unit senior apartment complex located at 72 nd St. & Beloit Rd., who reports to this position me with any policy, procedure and/or tenant issues (the City is the managing member and part owner of the of the apartment complex); provide and manage a \$550,000 annual budget of the complex; supervise LIHTC, PBV and HOME compliance (all federal income and subsidy-related programs) at the complex.	D	8%
Work closely with the Community Development Manager and Director of Development on large redevelopment areas/projects within the city (i.e. acquisition of land and/or selling of land to a developer for redevelopment). Assist in the investigation, analysis and recommendation of development opportunities within the city, which	N* When needed, easily becomes a	12%

requires review of developer proformas, market studies, participation in numerous meetings with prospective developers, consultants and contractors, review of analytical data, contracting with consultants, analysis of environmental impacts, architectural review, site plan review, traffic impacts, etc. Submit proposals, resolutions, and prepare presentations to the Community Development Authority, Safety and Development Committee, and Common Council. The process requires the development of long-term visions for redevelopment within the community, with collaboration with elected officials, committee members, various city departments, developers, and the public.	daily duty for months at a time	
Work closely with and assist the Community Development Manager with Economic Development loan and Commercial Façade Grant applications and approval processes, for the retention and attraction of businesses. Program requires knowledge of HUD-related federal rules and regulations on the use of CDBG funds; underwriting financial ability of the applicant; future monitoring of business information from the applicant.	N	1%
Work closely with and assist the Community Development Manager with the formation of the Community Development Division annual budget.	A	1%
Supervise, key to the implementation and initiation of various demolition and new construction projects throughout the City. The BINS Dept. issues raze orders on properties, this position oversees the funding and contracting of those demolition projects. We have funded various new single-family home construction projects through the HOME program, and the this position supervises the bidding, contracting, construction, and selling of those properties, approximately 4/year.	W	3%
Mayoral or Aldermanic special projects and/or requests	N* When needed, easily becomes a daily duty for months at a time	3%
Answer inquiries by the media or general public relating to agenda items or development projects. This often involves strategic communications, development of press releases, and general public relations	N	1%
Accomplish various real estate services after the City didn't fill its Real Estate Agent position when it became vacant, including: recording of various real estate documents through Milwaukee County's electronic recording system; complete the State's Wisconsin Electronic Real Estate Transfer Return form prior to recording documents; assemble packages of proper documents prior to recording so that the recording is not "denied" by the County.	N	1%
Board member for the Wisconsin Association of Housing Authorities (WAHA), member of NAHRO, Milwaukee County Continuum of Care (CoC) Board of Directors , required to attend quarterly meetings and draft committee reports. Member of the State of Wisconsin Homelessness Management Information Services (HMIS) Board	Q	1%
Attend various community development, economic development, and/or CDBG-related conferences.	A	1%
Coordinate with software vendor and IT staff	D/W/N	2%

Conduct inspections of buildings and dwelling units.	D/W/N	5%
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SECTION 3	TOOLS AND TECHNOLOGY
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Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office products (Outlook, Word, PowerPoint, Excel, Publisher); ArcGIS; Internet Explorer for various research tools; HUD's IDIS data server; Photoshop; Happy Software, Simplifile eRecording; Dropbox; iPhone; Smart Label.

SECTION 4	JUDGMENTS / DECISION-MAKING
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Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Negotiating development agreements	Developing negotiating terms that are equally acceptable with the City and the developer	TIF, FIRE NMTCs, HOME funds. These are all financial subsidy tools	Director of Development, CDA members, Common Council members, Mayor
Scheduling and meeting statutory requirements and guidelines for grants	Publication deadline dates, gain public input, meeting state-required or federally-required schedules	State Statutes, federal regulations, internally-created checklists, opinions of elected officials and/or committee members	Director of Development, CDA meetings, Common Council members, Mayor
Staff development	Encouraging staff to attend conferences and training to broaden and develop knowledge within their profession; join professional organizations.	HUD, training courses offered by consultants, professional organizations, webinars	Community Development Manager
CDBG and HOME annual budget	Determining how to budget various CDBG/HOME-funded activities amongst various city departments, outside agencies, and new public infrastructure projects.	CDBG and HOME funds, allocated by HUD; Block Grant Committee guidance;	Community Development Manager, Director of Development, Mayor, Block Grant Committee, Common

	Commonly works and collaborates with HUD and Milwaukee County	Common Council guidance	Council
Coordination of various demolition and community projects	Demolition of properties requires the coordination amongst 4 different departments, a consultant, a contractor, and We Energies.	CDBG funds, TIF funding, FIRE	Community Development Manager, collaboration with Engineering, Public Works and BINS staff, collaboration with We Energies
Mayoral or Aldermanic special project and/or request	Meeting-of-the-minds with colleagues in the Development Department to solve the particular issue or implement a special project.	Various funding sources, usually need to be creative.	Community Development Manager, Director of Development, Mayor, or particular Common Council members

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Community Development Manager	Constant interaction throughout the day discussing an array of ongoing or future projects. Daily interaction through face-to-face contact, phone, or email.	Keep manager briefed on a variety of projects I'm working on, consultation, guidance, conference calls, meetings, etc.
Director of Development	Constant interaction throughout the day discussing an array of ongoing or future projects. Daily interaction through face-to-face contact, phone, or email.	Keep director briefed on a variety of projects I'm working on, consultation, guidance, conference calls, meetings, etc.
Housing staff (Housing Program Coordinator, Housing Specialist I, Rehab Specialist, Clerk II)	Daily interaction throughout the day discussing an array of ongoing or future projects, project challenges/issues, federal regulations changes that affect the Housing program, etc.	On the receiving end of updates on a variety of projects, meetings, guidance, etc.
Planners (Manager of Planning, Senior Planner, Planner II)	Daily interaction throughout the day discussing an array of ongoing city projects that we work on collaboratively or separately.	Project consultation/discussions with each other.
Development clerical staff (Principal Secretaries)	Daily interaction throughout the day discussing ongoing projects, approvals needed from Supervisor, advice, etc.	Project discussions with each other; provide guidance on what assistance is needed to complete a project; clerical assistance provided to me for committee meetings and/or contracts with consultants.

Mayor	Face-to-face contact, phone, or email interaction, as needed.	Mayor may request assistance with a project, sign off on grant requirements , or I may request Mayor's guidance on a project.
Common Council members	Face-to-face contact, phone, or email interaction, as needed.	Common Council members may request assistance with a project, or I may request a member's guidance on a project.
Developers and/or business owners	Face-to-face contact, phone, or email interaction, as needed. Frequency can range from daily to monthly.	Developers and/or business owners often request meetings to discuss potential or ongoing projects throughout the City.
Several staff around city hall, police dept, health dept, or public works	Face-to-face contact, phone, or email interaction, as needed. Daily frequency with other departments.	Working collaboratively with various departments on a variety of projects.
Federal agencies	Face-to-face contact, phone, or email interaction, as needed.	Federal agencies fund several grants that the Department receives; guidance and ongoing communication is necessary between the federal agencies and Development.
State agencies	Face-to-face contact, phone, or email interaction, as needed.	State agencies fund several grants that the Department receives; guidance and ongoing communication is necessary between the state agencies and Development.
Other local government staff	Face-to-face contact, phone, or email interaction, as needed.	West Allis is part of the HOME consortium with Milwaukee County and the City of Milwaukee; West Allis is part of an NSP consortium with the City of Milwaukee; other local government staff consult with each other on various issues pertaining to state and federal grants.
Consultants and/or contractors	Face-to-face contact, phone, or email interaction, as needed. Frequency can range from daily to monthly.	Consultation and/or supervisory oversight on a variety of projects.
Beloit Road property manager	Face-to-face contact, phone, or email interaction, as needed.	Regular communication is required with the property manager to be kept up-to-date with any issues regarding property maintenance and/or tenancy.

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees	X		
Provide Written/Verbal Warnings	X		

Suspend Employees			X
Terminate Employees			X
Prepare Work Schedules For Others			X
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others	X		
Counsel Employees	X		
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime	X		
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X		n/a
Job Title	# of FTEs		
Housing Program Coordinator	1		
Housing Specialist I	1		
Rehabilitation Specialist	1		
Clerk II	1		

SECTION 7	WORK ENVIRONMENT / PHYSICAL REQUIREMENTS
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Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	

Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

SECTION 8	ADDITIONAL EMPLOYEE COMMENTS
Please identify any other information that would help someone else understand your job more clearly:	
<p>Closely involved in large (multi-million dollar) development negotiations/deals that directly impact the future and success of the City. Direct supervision of large (multi-million dollar) federal and state grants that directly impact the future and success of the City. Direct supervision of the Housing Office, that assists housing 600+ low-income residents within the City. Involved in the development of program initiatives and implementation of housing programs.</p>	

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Patrick Schloss	Supervisor Title	Community Development Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
Level of Education (Select one with an "X")	Field(s) of Study	
Less than High School Education	n/a	
High School Education (or Equivalent)		
One Year Certificate (or Equivalent)		
Associate's Degree (or Equivalent)		
X Bachelor's Degree	Bachelor's Degree in Urban/Regional Planning, Architecture, Geography, Civil Engineering, or Public Administration	
Master's Degree		
Professional Degree (Law, Medicine, etc.)		
PhD w/ Dissertation		
Other:		
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Bachelor's Degree in Urban/Regional Planning, Architecture, Geography, Civil Engineering, or Public Administration		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							

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SECTION 12	CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB
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List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Knowledge of CDBG and/or Federal Housing Programs	CDBG Training by HUD, Nan McKay	Preferable	
Housing Specialist	Nan McKay training	Yes	Yes, in 6 months
Valid Driver's License	A state Department of Motor Vehicles (DMV)	Yes	
Housing Quality Standards (HQS) or Uniform Physical Condition Standards (UPCS) certification	Nan McKay training	Yes	Yes, in 6 months
WI Lead Hazard Investigator License	WI Lead Hazard training	No	Yes, in 6 months
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			

SECTION 13	SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
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In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
Section 8	Community Development Supervisor works closely with the Community Development Manager. Consults and receives direction from Community Development Manager. Community Development Supervisor may at times receive work directly from the Director Development.
Section 2	Work is conducted in a team or independent manner, must be disciplined in scheduling and meeting directed or self-imposed deadlines or program requirements

To Be Completed By Administrative Designee

SECTION 14		SUPERVISOR INFORMATION	
Administrative Designee Name	John F. Stibal	Administrative Designee Title	Director of Development

SECTION 15	ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS
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In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
Section 3	Happy Software is the platform utilized for the daily function of housing. Staff oversees the paperless efforts of housing and gaining efficiency of software. Position is familiar with Happy and can be trained upon hire.

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Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

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Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

Red – Is new since last review.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name		Employer Name	City of West Allis
Job Title	Community Development and Economic Development Specialist Coordinator	Work Location	City Hall
Department	Department of Development	Division	Community Development Division
Full-Time / Part-Time	Full-time, 40+ hours	Part-Time (Hrs per Wk)	
Supervisor Name	Patrick Schloss	Supervisor Title	Manager, Community Development Div.

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. (*Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.*) To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Community Development		51%
Manage, communicate, coordinate, and implementation of redevelopment initiatives and community revitalization activities including planning and analysis of redevelopment strategies.	D	8%
Staff support for the Community Development Authority (CDA) committee, which meets monthly. Support includes writing staff report summarizing projects for CDA approval, writing resolutions, putting together a PowerPoint presentation, presenting projects before the CDA at monthly meetings. Typical projects presented before the CDA include contracts (new or amendments) with environmental consultants, financial consultants, long range development strategies, project negotiations, construction contracts, housing rehab loan approvals, TIF Plans, Section 8 policy changes, Request for Proposals, etc.	D	12%
Manages large redevelopment areas/projects within the city (i.e. acquisition of land and/or selling of land to a developer for redevelopment). Assist in the investigation, analysis and recommendation of development opportunities within the city, which requires review of developer proformas, market studies, participation in numerous meetings with prospective developers, consultants and contractors, review of analytical data, contracting with consultants, analysis of environmental impacts, architectural review, site plan review, traffic impacts, etc. Provides important input to the structuring of financing solutions and the ideas for projection negotiations. Submit proposals, resolutions, and prepare presentations to the Community Development Authority, Safety and Development Committee, and Common Council. The process requires the development of long-term visions for redevelopment within the community, with collaboration with elected officials, committee members, various city departments, developers, and the public.	D When needed, easily becomes a daily duty for months at a time	12%
Implements and monitors the supervision of 16 Tax Increment Finance (TIF) Districts, including approvals and amendments to the Districts. Critical to the roll of creating new TIF districts including writing TIF Plans, meeting statutory requirements and schedules, complex budgeting of TIF Plans (forecasting budgets 27 years out), resolution drafting and providing presentations and as needed before several committees (Community Development Authority, Joint Review Board, Common Council, etc.), and packaging TIF Plans for State	D When needed, easily becomes a daily duty for months at a time	8%

approval.		
Staff support for the Common Council, which meets twice/month. Support includes writing resolutions and/or ordinances, create or organize supporting information, and putting together a PowerPoint presentations. Typical projects presented before the Common Council development projects, contracting with consultants, construction contracts, grant or financial requests, TIF Plans, reports, Request for Proposals, etc.	M	5%
Collaborate with and provide data input to the Community Development Manager with the formation of the Community Development Division annual budget.	A	2%
Grant management, which include both state and federal grants , that may include but not limited to: demolition, relocation, rehabilitation, business incentives, infrastructure improvements for various properties and areas throughout the city); occasional Wisconsin DNR or US EPA environmental grants. Grant management includes implementation/knowledge of federal and state regulations/program rules, quarterly reporting, some financial management of the budget, monitoring of projects, responding to state/federal monitoring, some construction oversight, etc. Each grant requires an application submittal, and various applications are submitted annually for other grants that may not be awarded.	N When needed, easily becomes a daily duty for months at a time	2%
Accomplish various real estate services after the City didn't fill its Real Estate Agent position when it became vacant, including: recording of various real estate documents through Milwaukee County's electronic recording system; complete the State's Wisconsin Electronic Real Estate Transfer Return form prior to recording documents; assemble packages of proper documents prior to recording so that the recording is not "denied" by the County.	N	1%
Ability to understand and navigate local ordinances, state statutes, and federal codes.	M	1%
Economic Development		39%
Provide business assistance to parties interested in opening a new business and/or expanding an existing business; Serve as a resource to businesses and their planning process by offering services such as referral to available properties, possible lending institutions; suggest alternative financing solutions, and/or counseling services.	D	12%
Under the General supervision of the Community Development Manager, oversees Economic Development loan and Commercial Façade Grant applications and approval processes, for the retention and attraction of businesses throughout the City with special attention to commercial corridors such as in the National Avenue Commercial Corridor and Burnham Pointe. Program requires some knowledge of HUD-related federal rules and regulations on the use of CDBG funds, Small Business Administration, Tax Increment Financing, and other business assistance loan programs; underwriting, calculating, and interpreting the financial feasibility of a project and the ability of the applicant; future monitoring of business information from the applicant.	D	10%
Provide technical assistance to businesses regarding the permitting process and guiding applicants to obtain necessary approvals	D	2%
Collaborate with the Community Development Manager to strategize, create, and implement initiatives as part of the City's economic development team to foster entrepreneurial growth and development in West Allis. Work	D	3%

requires the capacity to apply principles and practices of business startup, expansion and retention, and ability to research and maintain statistical information and perform business analytics.		
Underwrite the financial feasibility of projects such as loans and grants	D	3%
Answer inquiries by the media or general public relating to agenda items or development projects. This often involves strategic communications, development of press releases, and general public relations	M	1%
Serves as a liaison on business development with the Community Development Manager and representatives of various groups, organizations, associations, other collaborative efforts to identify specific or unique needs of its members () Work includes presentations, displays, web design, personal phone calls, on-site visits, and participation in activities sponsored by the various associations and organizations.	M	3%
Prepare promotional and marketing materials working with the City's Communication Department to promote economic development programs, vibrant local economy, and/or community achievements (i.e. new business opening, business expansions, etc.)	M	1%
Responsible to assist in the loan portfolio management for Economic Development/Development loans . Enter data into specialized software and federal reporting system.		
Assists with the delivery of presentations, meeting preparation and materials, and formation of development of speaking points.		
Attend various community development, economic development, and/or professional development conferences.	A	1%
Any other duties and special projects as assigned by the Community Development Manager	A	1%
Mayoral or Aldermanic special projects and/or requests	N* When needed, easily becomes a daily duty for months at a time	2%
Neighborhood Development		10%
Respond to inquiries about the formation of neighborhood associations.	M	5%
Develop new programs that support collaboration amongst neighborhood associations and build enrichment activities to foster success and leadership growth	M	3%
Promote family neighborhoods and attracting private investment and ownership	M	1%
Mayoral or Aldermanic special projects and/or requests	N* When needed, easily becomes a daily duty for months at a time	1%

SECTION 3**TOOLS AND TECHNOLOGY**

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office products (Outlook, Word, PowerPoint, Excel, Publisher); ArcGIS; Internet Explorer for various research tools; HUD's IDIS data server; loan portfolio-management of economic development , Photoshop; **Simplifile eRecording**; Dropbox; iPhone/iPad; Smart Label.

SECTION 4**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Negotiating development agreements	Developing negotiating terms that are equally acceptable with the City and the developer	TIF, FIRE, NMTCs, etc. These are all financial subsidy tools.	Director of Development, CDA members, Common Council members, Mayor
Underwriting financial challenges for a business similar to bank's credit review and preparing and presenting a borrower's loan package to the loan committee	Direct to possible lending program or technical assistance	WWBIC, Grants, loans ,banks, etc.	Community Development Manager
Staff development	Encouraging staff to attend conferences and training to broaden and develop knowledge within their profession; join professional organizations.	Training courses offered by consultants, professional organizations, webinars	Community Development Manager
Providing information to a business	Resource marketing packet, data, maps, image materials, presentation, recent investments, etc.	Newsletter, prior presentations, etc.	Community Development Manager, collaboration with Mayor, Communications, business organizations, etc.
Public inquiries about projects or forming neighborhood associations	Consultation and guidance regarding programs	CDBG, TIF, etc.	Community Development Manager
Coordination of various projects	Coordination amongst different City departments, consultants, contractors, utilities, etc.	CDBG funds, TIF funding, FIRE	Community Development Manager, collaboration with Engineering, Public Works and

			BINS staff, collaboration with We Energies
Mayoral or Aldermanic special project and/or request	Meeting-of-the-minds with colleagues in the Development Department to solve the particular issue or implement a special project.	Various funding sources, usually need to be creative.	Community Development Manager, Director of Development, Mayor, or particular Common Council members

SECTION 5	WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS
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Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Community Development Manager	Constant interaction throughout the day discussing an array of ongoing or future projects. Daily interaction through face-to-face contact, phone, or email.	Keep manager briefed on a variety of projects I'm working on, consultation, guidance, conference calls, meetings, etc.
Director of Development	Constant interaction throughout the day discussing an array of ongoing or future projects. Daily interaction through face-to-face contact, phone, or email.	Keep director briefed on a variety of projects I'm working on, consultation, guidance, conference calls, meetings, etc.
Planners (Manager of Planning, Senior Planner, Planner II)	Daily interaction throughout the day discussing an array of ongoing city projects that we work on collaboratively or separately.	Project consultation/discussions with each other.
Development clerical staff (Principal Secretaries)	Daily interaction throughout the day discussing ongoing projects, approvals needed from Supervisor, advice, etc.	Project discussions with each other; provide guidance on what assistance is needed to complete a project; clerical assistance provided to me for committee meetings and/or contracts with consultants.
Mayor	Face-to-face contact, phone, or email interaction, as needed.	Mayor may request assistance with a project, or I may request Mayor's guidance on a project.
Common Council members	Face-to-face contact, phone, or email interaction, as needed.	Common Council members may request assistance with a project, or I may request a member's guidance on a project.
Developers and/or business owners	Face-to-face contact, phone, or email interaction, as needed. Frequency can range from daily to monthly.	Developers and/or business owners often request meetings to discuss potential or ongoing projects throughout the City.
Several staff around city hall, police dept., health dept., or public works	Face-to-face contact, phone, or email interaction, as needed. Daily frequency with other departments.	Working collaboratively with various departments on a variety of projects.

Property and or business owners	Face-to-face contact, phone, or email interaction, as needed.	Working to identify programs that might benefit a business or individual
Federal agencies	Face-to-face contact, phone, or email interaction, as needed.	Federal agencies fund several grants that the Department receives; guidance and ongoing communication is necessary between the federal agencies and Development.
State agencies	Face-to-face contact, phone, or email interaction, as needed.	State agencies fund several grants that the Department receives; guidance and ongoing communication is necessary between the state agencies and Development.
Lenders/Executive Directors	Face-to-face contact, phone, or email interaction, as needed.	Working to identify programs that might benefit a business or individual
Consultants and/or contractors	Face-to-face contact, phone, or email interaction, as needed. Frequency can range from daily to monthly.	Consultation and/or supervisory oversight on a variety of projects.

SECTION 6		SUPERVISION / MANAGEMENT		
Please indicate the type of responsibility you have as it pertains to leading others.				
Area of Action / Responsibility	Yes	No	Provides Input	
Screen / Interview Applicants		X		
Hire / Promote Employees			X	
Provide Written/Verbal Warnings		X		
Suspend Employees			X	
Terminate Employees			X	
Prepare Work Schedules For Others			X	
Project Management	X			
Provide Work Direction For Others	X			
Evaluate Performance Of Others	X			
Counsel Employees		X		
Train Employees (As Part Of The Normal Duties Of The Job)		X		
Approve Overtime		X		
Approve Time Off Request For Others		X		

Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	n/a
Job Title	# of FTEs		

SECTION 7	WORK ENVIRONMENT / PHYSICAL REQUIREMENTS
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Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing			X	
Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			

Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

SECTION 8	ADDITIONAL EMPLOYEE COMMENTS
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Please identify any other information that would help someone else understand your job more clearly:

Closely involved in large (multi-million dollar) development negotiations/deals that directly impact the future and success of the City. Direct supervision of large (multi-million dollar) federal and state grants that directly impact the future and success of the City. Working closely residents and elected officials on the City's goal of advancing the creation of more neighborhood associations.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Patrick Schloss	Supervisor Title	Community Development Manager

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
X	Bachelor's Degree	Bachelor's Degree in Urban/Regional Planning, Business, Finance, Economics, Public Administration, or related field.
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Received certificates for IEDC of NDC courses relative to economic development or real estate analysis.		

SECTION 11							TOTAL EXPERIENCE REQUIRED UPON HIRE
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
			X				
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							

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SECTION 12	CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB
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List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Economic Development Certificates	IEDC/NDC	Some	Yes
Valid Driver's License	A state Department of Motor Vehicles (DMV)	Yes	

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

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SECTION 13	SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS
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In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
Section 8	Community Development and Economic Development Specialist works closely with the Community Development Manager. Consults and receives direction from Community Development Manager. Community Development and Economic Development Specialist may at times receive work directly from the Director Development.
Section 2	Work is conducted in a team or independent manner, must be disciplined in scheduling and meeting directed or self-imposed deadlines or program requirements

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14		SUPERVISOR INFORMATION	
Administrative Designee Name	John F. Stibal	Administrative Designee Title	Director of Development

SECTION 15	ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS
In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.	
JDQ Section	Comment / Clarification / Addition

L:\PRS\POSITION DESCRIPTIONS\2017.CLASS COMP UNDERTAKING-CONVERSION\DEPARTMENT JDQS & ORGANIZATIONAL CHARTS\DEVELOPMENT\COMMUNITY & ECON DEVELOPMENT COORDINATOR 5.4.18.DOCX

Exhibit E – New - (%=time allocated)
Community and Economic Development Coordinator

DEVELOPMENT (36%)

- Assistance with Common Council items
- Tax Increment Financing Reports and Filings
- Participation in Developer meetings and negotiations
- Communications and status updates
- Project oversight
- City real estate acquisition
- Assist with Economic Development programs

COMMUNITY DEVELOPMENT AUTHORITY (15%)

- Agendas, resolutions
- Meetings, presentations
- Staff Reports
- Documents

NEW - NEIGHBORHOOD ASSOCIATIONS (10%)

- Respond to inquires about neighborhood associations
- Develop new programs and support neighborhood collaboration
- Promote family neighborhoods

NEW ECONOMIC DEVELOPMENT (30%)

- Business assistance to parties interested in opening a business
- Assist in grant administration for projects within commercial corridors such as National Avenue
- Implement new initiatives that foster entrepreneurial development
- Underwrite economic feasibility of loans and grants
- Serve as a business liaison
- Assist in promotional and marketing efforts for business opportunities in West Allis

SPECIAL PROJECTS (9%)

-As Assigned

Removed - HOUSING

Removed - BELOIT ROAD SENIOR HOUSING

Removed - Community Development Block Grant Funds



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: Development/Community _ Position Title: Community and Economic Development Coordinator

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: ___/___/20___

Person Replaced: _____

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: ___ May ___ / ___ 1 ___ /2018 ___



Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
The position is important to administering and implementing programs that will address commercial corridors. Work will require compliance reporting and performance metrics tracking.

Why is it necessary that this position be filled? What operational needs does this position fulfill? ___ The position is aligned with the City's strategic plan in multiple capacities that include promoting the economic vitality of the City as a leading place to conduct business, addressing idle or vacant sites through grants or organizational efforts that strengthen commercial corridors, and striving to encourage more citizen engagement for neighborhood associations.

What will be the impacts on service functions to the public if the position is not filled? ___ The public continues to be interested in exploring West Allis for business opportunities or to improve neighborhoods (park projects, facades, organization, etc.) The progressive nature of our City to want redevelopment and often at multiple sites requires additional staff to help with negotiation, execution of agreements, reporting's, and finance strategies. Not filling the position will reduce time available to inquiries, management of special projects or ability to have special projects, inability to growth City promotion, or allot the needed time to help neighborhood groups.

What will be the impacts on service to city staff if the position is not filled? Impacts include the inability to manage multiple projects, reduction in the amount of time to be dedicated to community needs, challenges in helping foster entrepreneurialism, and mmore _____

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Outlined in the attached memorandum _____

How has this vacancy/need been covered so far? Current staff

How many other similar positions exist in this department? None



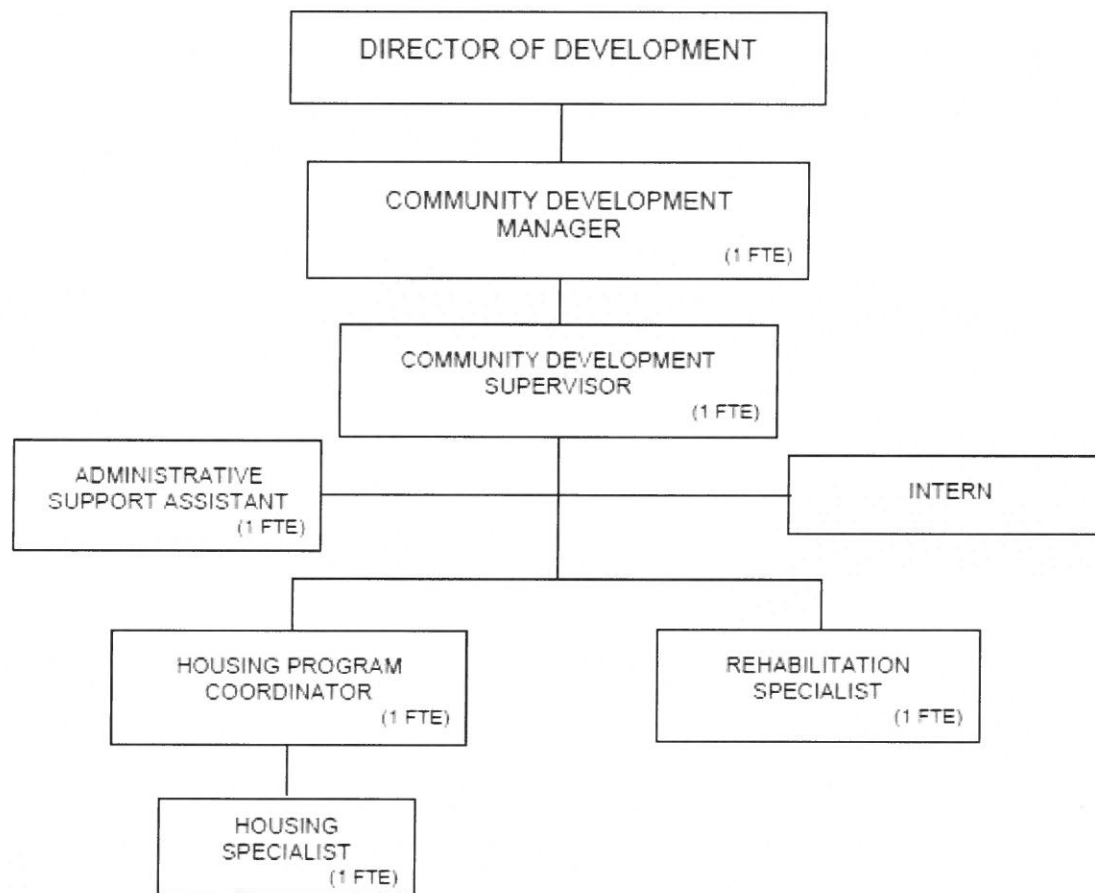
Requestor Information

Please Print: Patrick Schloss , Community Development Manager/Development/Community Development Division

Name _____ Title _____ Department _____
Signature/Date:  5/30/18

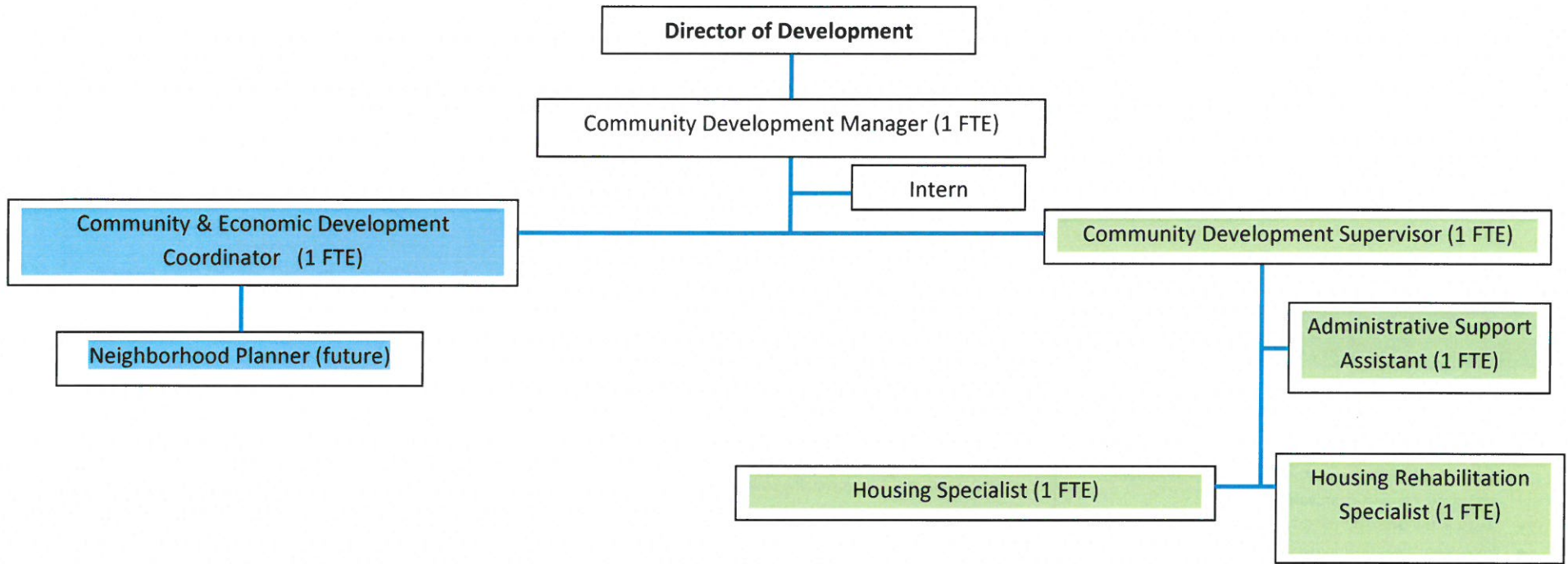
Attached: Memorandum Current Position Description

ORGANIZATIONAL CHART
COMMUNITY DEVELOPMENT



NOTE: Other personnel working in support of the Community Development Division are not included in this chart, however are funded by the Community Development Division (e.g., Accounting Specialist, Finance Department: 0.95).

Proposed Revised Organization Chart
Community Development



**Proposed Revised Organization Chart
Community Development - Assigned Responsibilities**

Director of Development

**Community Development Manager/Vice
President of FIRE(1 FTE)**

- Manage Economic Development Programs including loans, grants, technical assistance, microenterprise development, etc.
- Vice President of FIRE – guide investments of \$225 million of new market tax credits, business development, website, etc. Oversee redevelopment initiatives and projects throughout the city
- Oversight of 16 Tax Increment Finance Districts including expenditures, amendments, approvals, etc.
- Promote the City regionally, build relationships with commercial corridors and foster business attractions
- Manage federal grant programs including CDBG (\$1.3 million), Section 8 and Vash (\$3.3 million), HOME (\$240,000), and US EPA RLF(\$1 million)
- Prepare and submit budget for the Director’s review, monitor expenditures,
- Work with commercial corridors to improve facades
- Direct and provide technical assistance to Neighborhood Association Program and administer small grants to promote neighborhood enhancement
- Prepare items for Common Council and CDA approvals
- Supervise Community Development Team

Community Development Supervisor (1 FTE)

- Manage 604 Section 8 and VASH Vouchers - daily administration and case files, inspections, software coordination, etc.
- Manage the Community Development Block Grant Program – \$1.3 million budget, activities and annual and five year consolidate plans
- Beloit Road Senior Housing Complex – tax credit compliance, budget, etc.
- Supervise, train, and evaluate staff in the Housing Office
- Oversight of program operating policies, recommended changes, and necessary CDA or Common Council approvals

**Community & Economic Development
Coordinator (1 FTE)**

- Manage, communicate, coordinate, and implementation of large development plans, and community revitalization activities, and redevelopment projects
- Community Development Authority reports, resolutions, and guiding project approvals
- Assist in the oversight of 16 Tax Increment Finance Districts
- Implement ideas on improving commercial corridors and the attraction of new businesses and investments
- Review and underwrite economic development program applicants for loans and grants
- Support neighborhood associations growth
- Provide technical assistance to businesses or entrepreneurs

Community Development Planner (FUTURE)

- Focused on neighborhood issues such as housing, art enhancements, parks, etc.
- Foster collaboration between neighborhood associations
- Work on short and long range plans for neighborhoods
- Guide or develop special projects within focused neighborhoods.
- Track data and neighborhood metrics to track performance outcomes and analyze data to assist in developing actions

Intern

**Administrative Support
Assistant (1 FTE)**

- Daily participant and public interaction
- Fair Housing coordination such as Poster Contest
- Coordination of inspections
- Support staff within Housing Office

**Housing Rehabilitation
Specialist (1 FTE)**

- Housing rehabilitation loans and grant programs
- Administration of HOME funds in rehabilitation and new construction projects ; also Homebuyer Program
- CDBG section 3 reporting, environmental reviews, and prevailing wage reporting and verifications
- Section 8 unit inspections

Housing Specialist (1 FTE)

- Administration of housing voucher case files and collecting participant information
- Inspection of rental units
- Working with Beloit Road Senior Housing Complex Participants