



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: April 12, 2016

RE: Community Development Director Recruitment Update

With the recent retirement of Community Development Director Keil, on April 8, 2016, after more than twenty one years of service, the recruitment process to search for a new Community Development Director was initiated in early March, and the position posting is attached.

Applications for the position were due back to the City this past Friday, April 8th, and are currently being reviewed.

The next step in the process will be to set-up interviews with the most qualified candidates. As is past practice, we are assembling an interview committee that will be best equipped to evaluate the candidates. It is anticipated that the interview committee will be made up of the following:

- Mayor Merkes,
- City HR Representative,
- City Department Head, and
- Community Development Director from a nearby community.

In regard to the expected timeframe when the new Community Development Director will be on board, the goal is to make an offer and receive a commitment from a well-qualified candidate by the end of May, with a start date in mid-summer.

Please let me know if you have questions or would like additional information on this item.



COMMUNITY DEVELOPMENT DIRECTOR

About the Position

The Community Development Director is responsible for the successful operation of the Community Development Department, and is responsible for economic development, planning, zoning, building inspections, and code enforcement activities. The Community Development Director will lead three employees, inspection contract employees, and department interns. This position reports to the Mayor.

Education

A Bachelors Degree from a four-year college or university in Urban Planning, or related field, is required; a Masters Degree is preferred. A positive track record of continuing involvement in professional development is expected.

Experience

Requires experience in economic development/redevelopment, planning, zoning, and code enforcement. Knowledge of and practical experience in the areas of: planning principles, zoning principles, housing rehabilitation methods and techniques, building inspection methods, grant writing and administration, and municipal law regarding the same is strongly desirable. Must also demonstrate strong management and teambuilding skills.

Required experience includes a minimum of three (3) to five (5) years in the field of urban planning; preferably as a department director, an assistant director, or project lead in a public agency of similar size or larger in comparison to the City of Menasha.

Essential Job Duties

- Serves as Economic Development Coordinator, including responsibility for redevelopment, housing/business relocation, and commercial and industrial expansion.
- Oversees building inspection services and code enforcement.
- Maintains records, conducts surveys, and provides data in carrying out City planning functions.
- Works with other City employees, Menasha Utility employees, City officials, Community Partners, and officials from other municipalities in coordinating planning and development activities.
- Prepares applications for State and Federal grants and administers relative grants.
- Develops and carries out housing rehabilitation programs, including coordinating community data and performing acquisition/relocation functions.

- Serves as Zoning Administrator.
- Meets with the public regarding zoning, development, code enforcement, and public works activity and provides recommendations to City officials.
- Acts as advisor to and secretary of the Plan Commission and Executive Director of the Redevelopment Authority.
- Attend meetings of the Plan Commission, Common Council, Boards, and other Committees as required.

Compensation

	Minimum	Midpoint	Maximum
Annual Salary	\$72,011	\$80,047	\$88,082

Ideal Candidate

The ideal candidate will be an excellent communicator, who is outgoing and able to successfully market the Community, with the ability to establish and maintain effective working relationships with citizens, community partners, elected officials, employees, and local, state, and federal agencies.

The Community Development Director will lead and be actively involved in all facets of the Community Development Department. Encouraging strong communications and community outreach will be a priority to deliver streamlined, customer-focused processes that enhance efficiencies and deliver quality service. An individual who has vision, insight, and experience to see the broader picture in terms of the community is desired.

A municipal government professional who is able to develop a high performing team, attract new development, retain and expand existing developments, and lead redevelopment will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in and have experience with strategic planning, policy, and decision-making, as well as budgets, tax incremental financing, and redevelopment authorities.

Send Resume, Cover Letter, and City application found on the link below:

http://www.cityofmenasha-wi.gov/content/departments/personnel/Employment_Opportunities.php