

**Village of Ashwaubenon**  
**Job Description**

- I. Position Title:** Director of Community Development  
**Reports To:** Village Manager  
**Supervises:** None  
**Job Summary:** Provides planning and economic development services to the Village, including recruitment and retention of businesses and planning of future development and redevelopment of property within the Village.  
**FLSA Status:** Exempt

**II. Principal Duties & Responsibilities**

Leads the economic development of the Village by encouraging developers and businesses to develop new facilities or to expand existing facilities in the Village with strong emphasis on redevelopment. Develops marketing materials and strategies to aid in business recruitment and retention efforts. Maintains current knowledge of local, state and national matters relating to business climate, business finance, current tax policy, labor market trends and politics.

Works with property owners, businesses, and Village staff to foster economic growth and development while maintaining compliance with site plans, zoning standards, and planned unit development ordinances. Responds to questions from businesses related to zoning and city planning issues. Conducts informational meetings as needed. Works with businesses and the general public to prepare redevelopment plans and tax increment district plans that foster economic growth with the Village.

Drafts ordinances for zoning and planning for the enhancement of economic development within the Village. Leads the site plan review process and works with the zoning administrator large project review. Leads other special projects as assigned. Attend Village Board, plan commission and committee meetings as necessary.

**III. Knowledge, Skills & Abilities**

Considerable knowledge of the principles, techniques, and objectives of community planning; financial matters related to economic development including tax increment financing, tax credit and loan programs; and marketing principles. Good knowledge of drawing and mapping; GIS (Geographic Information Systems); federal and state statutes relating to planning and economic development; and real estate sales and financing. Working knowledge of basic principles of drafting, surveying, road design, traffic flow, soil types, floodplain.

Working skill in the application of principles and practices of community planning; performance of statistical calculations and analysis; collection, analyzing and interpreting data pertaining to planning and zoning; reading and understanding construction plans and

maps; performing mathematical computations and analysis; and preparing marketing and advertising publications.

Good ability in the collection, preparation and analysis of marketing data; financial analysis; analytical skill, preparing and maintaining accurate and complete records, files and reports; and making public presentations. Ability to communicate effectively both orally and in writing; proficiently utilize a computer and the required software; establish and maintain effective working relationships with staff, elected officials, and members of the public and private sectors.

#### **IV. MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

1. Bachelor's degree in Urban or Regional Planning, Finance, Marketing or other closely related field.
2. One to three years related experience in business, marketing or economic development desired.
3. Experience with GIS desirable.
4. Valid driver's license and a good driving record.

A combination of equivalent experience and/or education may be considered.

#### **V. PHYSICAL REQUIREMENTS**

Ability to perform the following activities:

Lifting up to 10 – 20 pounds.

Carrying up to 10 – 20 pounds.

Ability to drive within the State of Wisconsin

Ability to focus on projects for long periods of time.

Ability to reach, stoop and lift.