City of WHITEWATER

JOB DESCRIPTION

Title:	Support Research Specialist for the Community Development Authority	**Department(s)**:	CDA
Reports to:	CDA Board/CDA Director or Designee	**Location:**	Municipal Building
FLSA:	Non-Exempt	**Pay Grade:**	$10-$12/hr based on qualifications
Shift:	Day	**Status**:	Full Time 30-40hrs. summer/breaks Part Time 10-20hrs. school year
Bargaining Unit:	None	**Date:**	July 2012

JOB SUMMARY

The Support Research Specialist for the Community Development Authority(CDA) is responsible for performing routine to moderately difficult administrative support activities, which contribute to efficient office operations requiring an understanding of the basic operations of the CDA, including procedures, programs, budget, and personnel.

The Support Research Specialist for the CDA is required to use judgment on routine matters. Problems are identified and solved and unusual/complex problems are referred to the Chair of the CDA or another designated supervisor or specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Answer and transfer incoming telephone calls, and provide accurate information to the public about CDA programs and policies.
- Perform a variety of clerical functions as needed including filing; posting and/or logging information to manual or automated records; processing mail; ordering supplies; collating and assembling documents; photocopying, scanning and faxing documents.
- Provide administrative support including, but not limited to: composition of detailed documents such as letters, memos, minutes or other materials from draft, dictation, or general instructions; proofread and edit documents, presentation materials, brochures and other materials; coordinate materials for distribution; and make necessary arrangements for CDA meetings and functions.
- Respond to CDA-related inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Operate office machines as required; type various applications and forms; scan documents into Document Imaging System; maintain public postings at Municipal Center facility; and process requisition forms for CDA Office.
- *Support the efficient and effective operation of the Whitewater CDA in compliance with all applicable federal and state statutes and administrative rules, and with the ordinances and policies of the City of Whitewater.*
- Assist in the preparation of an annual budget for consideration by the CDA Board. Assist with the preparation of budgets and identification of funding for projects conducted by the Whitewater CDA. Monitor revenue and expenditures to ensure consistency with adopted budgets. Prepare monthly financial statements, processing of invoices, maintenance of CDA accounts, and the annual audit.

- Support an effective program of business retention to identify and address issues of concern to the City's businesses, facilitate business expansion, and minimize the impacts of business contraction, closing, or relocation from the City of Whitewater.
- Assist with a targeted program of business attraction under the direction of the CDA Board.
- Maintain current data concerning the City of Whitewater, the Whitewater region, the City's laborshed, and the City's retail trade areas. Analyze the data to identify opportunities, concerns, and trends. Assemble and present the data for use by the community and for the marketing purposes of the Whitewater CDA.
- Support appropriate new development, redevelopment, and related investment within the City of Whitewater. Work with other city staff and outside parties to facilitate projects benefiting the City and its residents.
- Assist with the identification, planning, and implementation of economic development programs related to business development, neighborhood improvement, downtown revitalization, and related goals established by the CDA Board.
- Assist with the planning, coordination, and execution of the real estate projects of the Whitewater CDA, including continued development and marketing of the Whitewater Business Park, redevelopment projects, Brownfield projects, renovation projects, and new construction. Provide continued management of the CDA's real estate assets.
- Administer the CDA's Economic Development Loan Program, Housing Loan Program, and Façade Loan Program in accordance with federal and state requirements and the Whitewater CDA's adopted policy manuals.
- Identify appropriate grant opportunities and prepare grant applications for funding related to economic development, public infrastructure, affordable housing, and other activities in support of the CDA's goals. Provide required administration for any grant funds received.
- Support and coordinate CDA participation in state and federal programs through the SBA, SBDC, Rural Development, EPA, EDA, and other agencies.
- Prepare supporting material and present information, CDA requests, and proposals to the City of Whitewater Common Council, Plan and Architectural Review Board, and other boards and commissions.
- Serve as a CDA alternate representative on various local and regional boards including the Whitewater Tourism Council, Downtown Whitewater Inc., Jefferson County Economic Development Consortium, and Capital Ideas Technology Zone.
- Prepare and distribute Community Development Authority agendas and supporting materials; attend CDA meetings; take minutes; prepare and post public meeting notices; and coordinate materials for distribution as needed.
- Maintain databases and business and contact mailing lists.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May provide backup to related positions, including other positions in the Administrative Assistant series classification.
- Compose, type and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Conduct/Perform other tasks, research, or assignments as well as special projects as directed by the CDA.
- Attend public meetings as assigned.
- Attend seminars and workshops related to administrative duties and responsibilities.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under close supervision, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists. Supervised less closely during execution, but end results are still reviewed. Has prior related work experience, but is broadening knowledge base while gaining full understanding of associated policies and procedures. Prioritizes their own work, manages their time effectively and responds to some questions independently.
- No formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent. Additional post-secondary vocational/technical course work in general office practices such as typing, filing, accounting and bookkeeping preferred.
- Two (2) years increasingly responsible related experience, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.
- Educational background in business, marketing, communications, finance, community and/or economic development is preferred.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

Mathematical Skills

- Ability to perform cashier duties accurately.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Strong technical skills including advanced knowledge of Microsoft Word and Excel, and Adobe and/or graphic design software.
- Excellent communications skills, and the ability to work with people having very diverse interests.
- Ability to operate equipment required to perform essential job functions, including: phone system; desktop computer; copy machine; postage machine; fax machine; base radio; 10-key calculator.
- Artistic and creative skills desirable

WORK ENVIRONMENT

The City of Whitewater is an Equal Employment Opportunity employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

_____
CDA Chairman Date

_____ _____
Human Resources Date City Manager Date