



City of Kenosha

## Community Development Specialist

<b>SALARY</b>	\$5,574.00 - \$7,167.00 Monthly \$66,888.00 - \$86,004.00 Annually	<b>LOCATION</b>	Kenosha, WI
<b>JOB TYPE</b>	Regular - Full Time	<b>JOB NUMBER</b>	0377000123
<b>DEPARTMENT</b>	City Development	<b>OPENING DATE</b>	09/13/2023

### General Overview of Position

Kenosha, a city of 100,000 people is strategically located 40 miles south of Milwaukee and 60 miles north of Chicago. The city is moving forward with development of several transformational projects. These include redevelopment in our Uptown commercial district, a major development project Downtown, and redevelopment of a 100 acre infill site into a Live/Work/Play Innovation Neighborhood. Complimenting development in the heart of our city are plans for more than 1,000 units of new housing throughout the City, and robust industrial development in our Interstate 94 corridor. This is an exciting time to consider becoming part of Kenosha's planning and development team. If you're motivated to join a fast-paced professional team, committed to redevelopment of a legacy city, please consider this opportunity. Under the direction of the Director of City Development, the Community Redevelopment Specialist is responsible to plan and implement redevelopment activities in order to eliminate blight and stimulate private development in the City of Kenosha.

This position will remain open until the needs of the city have been met.

### Example of Duties & Responsibilities

- Implement redevelopment & TID activities in conjunction with City Administration
  - Staff redevelopment authority in conjunction with the Director of City Development
  - Administer acquisition of blighted property for redevelopment authority and city
  - Administer razing of blighted property for redevelopment authority and city
  - Create redevelopment project areas
  - Assist in creation of tax incremental finance districts
  - Project management of infill development projects
- (NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification/specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

### Requirements

**Required Education, Training and Experience:**

- Bachelor's or Master's degree in Architecture, Planning, Public Administration, Finance, Real Estate or related field
- Five years of related work experience in the above mentioned fields
- Preference for experience in both public and private sector real estate development. Examples of preferred public sector experience: planning, inspection, infrastructure design, supervisor experience of multi-disciplinary committee.
- Examples of preferred private sector experience: land development, construction, real estate brokerage, property management, project management

**Required Knowledge, Abilities and Skills:**

- Knowledge of the laws, ordinances and codes related to land use plans and redevelopment regulations
- Knowledge of laws and processes regarding tax incremental districts
- Ability to prepare and present oral and written reports based on research and special studies
- Ability to communicate effectively, both orally and in writing

- **Physical Requirements:**

- Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:**

- Task may require infrequent exposure to adverse environmental conditions

**Sensory Requirements:**

- Task requires color perception and discrimination
- Task requires sound perception and discrimination
- Task requires visual perception and discrimination

**Other Requirements:**

- Possession of a valid driver's license and a good driving record
- May be required to provide a personal vehicle for use on the job

**Method of Selection**

Selection of qualified applicants will be based upon a rating of their training, experience and work record. The selection process may include written and/or oral examinations. Appointment will be made in accordance with City policy and the Civil Service Ordinance and Rules and Regulations. The City reserves the right to evaluate only those applicants who best met the needs of the city.

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**Agency**

City of Kenosha

**Address**

625 - 52nd Street  
Room 205  
Kenosha, Wisconsin, 53140

**Phone**

262.653.4130

**Website**<https://www.kenosha.org>

## Community Development Specialist Supplemental Questionnaire

### \*QUESTION 1

Please indicate the highest level of education that you have achieved.

- ☐ Some high school
- ☐ High school diploma GED or equivalent
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree or higher

### \*QUESTION 2

A person is not qualified for initial employment ONLY if the person would be immediately supervised by a relative. For purposes of this rule, "Relative" includes any member of your immediate household or any person whose relationship by blood or marriage is as close as or closer than first cousin, grandparent or grandchild, including step relationships. Based upon this definition of "relative", do you have any relatives employed or serving in the capacity as an elected official with the City?

- ☐ Yes
- ☐ No

### QUESTION 3

If you answered yes to the question above, please list the name(s) and relationship(s) of your City-employed relative(s).

### \*QUESTION 4

The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application/resume. Please be honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.

- ☐ Yes
- ☐ No

### \*QUESTION 5

Do you have a Bachelor's Degree?

- ☐ Yes
- ☐ No

### \*QUESTION 6

What major field of study is your degree in?

### \*QUESTION 7

Do you possess a valid driver's license with a good driving record?

- ☐ Yes
- ☐ No

**\*QUESTION 8**

**Do you have a working knowledge of the following?**

- ☐ Brownfield and environmentally impacted site issues
- ☐ Computer technology and applicable software such as Geographical Information Systems
- ☐ Tax Incremental financing
- ☐ Working with a redevelopment authority
- ☐ Managing projects and contractors
- ☐ None of the above

**\*QUESTION 9**

**How many years of experience do you have in developing a TID, working with a redevelopment authority and/or project management?**

- ☐ No experience
- ☐ 0-2 years
- ☐ 3-5 years
- ☐ 5-7 years
- ☐ 7 years or more

**\* Required Question**