



**Department of City Development**  
City Plan Commission  
Redevelopment Authority of the City of Milwaukee  
Neighborhood Improvement Development Corporation

**Lafayette L. Crump**  
Commissioner

**Vanessa L. Koster**  
Deputy Commissioner

January 24, 2024

Harper Donahue IV  
Director  
Department of Employee Relations  
City Hall, Room 706  
200 East Wells Street  
Milwaukee, WI 53202

Dear Mr. Donahue:

The Department of City Development is hereby requesting re-exemption from the provisions of Civil Service for the Neighborhood Business Development Manager position. We are asking that this request be heard by the City Service Commission at its meeting on February 6, 2024. This economic development position in the department has traditionally been exempted from the provisions of Civil Service because the employees in this role have access to sensitive information from the businesses with which they work, such as confidential proprietary financial data and business expansion plans.

The Neighborhood Business Development Manager is responsible for the management of activities in Milwaukee's commercial corridors that generate private investment and new development. This senior management position develops strategies, creates work plans for targeted neighborhood initiatives, and has oversight of grant programs. This position also facilitates legislative processes, performs public outreach, promotes opportunities to the private sector, and reports to policy makers.

The job description for this position is attached. Should you have any questions or require additional information, please contact Vanessa Armstrong at extension 6076.

Sincerely,

Vanessa L. Koster  
Deputy Commissioner

Attachment

cc: Vanessa Armstrong, DCD



# JOB DESCRIPTION

## FOR DER USE ONLY

### Vacancy No.

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

|   |  |  |  |   |                 |
|---|--|--|--|---|-----------------|
| <b>1. Date Prepared/ Revised:</b><br>Rev. 1/24/2024   |  | <b>2. Present Incumbent:</b><br>Vacant   |  | <b>Is incumbent underfilling position?</b>  |                 |
| <b>3. Date Filled:</b><br>12/16/2018  |  | <b>4. Previous Incumbent:</b><br>Kenneth Little  |  | YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> xx<br>If YES, indicate Underfill Title in box 10. |                 |
| <b>5. Department:</b><br>Dept. of City Development  |  | <b>Bureau:</b><br><b>Division:</b> Commissioner's Office                               |  | <b>Unit:</b><br><b>Section:</b>   |                 |
| <b>6. Work Location:</b> 809 N. Broadway  |  | <b>Telephone:</b> 286-5617<br><b>Email:</b>  |  | <b>Work Schedule:</b><br>Hours: 8 am – 4:45 pm / Days: M-F  |                 |
| <b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  | <b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep<br>If in District Council 48, which local? |  | <b>9. FLSA Status (check one):</b><br><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt  |                 |
| <b>10.</b>  | <b>Official Title:</b><br>Neighborhood Business Development Manager      |  |  | <b>Pay Range</b>  | <b>Job Code</b> |
|   | <b>Underfill Title (if applicable):</b>                                  |  |  | 1IX   |                 |
|   | <b>Requested Title (if applicable):</b> Neighborhood Development Manager |  |  |   |                 |
| <b>Recommended Title (DER Use Only):</b>  |  |  |  | <b>Approved by:</b><br><br><b>Date:</b>   |                 |

## 11. BASIC FUNCTION OF POSITION:

Responsible for management of activities in Milwaukee's commercial corridors that generate private investment and new development. Duties include strategy development, creation of work plans for targeted neighborhood initiatives, oversight of grant programs, facilitation of legislative processes, public outreach, promotion of opportunities to the private sector and reporting to policy-makers.

## 12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

### A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

| % of Time | ESSENTIAL FUNCTION  |
|-----------|---|
| 5         | <ul style="list-style-type: none"> <li>Create an annual work plan and goals for the City's neighborhood development and commercial corridor activities. Manage development of work plans for larger-scale redevelopment activity and targeted initiatives.</li> </ul>   |
| 40        | <ul style="list-style-type: none"> <li>Serve as the chief resource and advocate promoting development opportunities within Milwaukee's commercial corridors. In collaboration with DCD real estate staff, seek qualified buyers for City and RACM-owned residential, commercial and vacant real estate within commercial corridors.</li> </ul>  |
| 15        | <ul style="list-style-type: none"> <li>Develop and oversee financing programs to incentivize redevelopment of commercial corridors. Recommend City investment in redevelopment projects. Work with lenders, CDFIs and philanthropic organizations to increase the capital available to finance redevelopment projects in commercial corridors.</li> </ul>   |
| 20        | <ul style="list-style-type: none"> <li>Provide policy direction to and oversight of the Commercial Corridor Team on subjects such as management of City government's relationship with Business Improvement Districts, expenditure priorities, and program development. Supervise the Commercial Corridor Manager. Provide regular reports to policy-makers regarding commercial corridor activities. Work with Mayor's Office to identify appropriate nominees for BID Board vacancies.</li> </ul> |
| 10        | <ul style="list-style-type: none"> <li>Ensure the assignment of Commercial Corridor Team staff to serve as liaisons among businesses, property owners and organizations and City departments regarding the need for services, opportunities for investment, infrastructure concerns, and other issues that affect retention and recruitment.</li> </ul>   |
| 10        | <ul style="list-style-type: none"> <li>Identify grant and partnership opportunities that are appropriate to supplement City investment to achieve the City's goals for commercial corridor redevelopment. Initiate and sustain contact with partners to develop effective collaborations. Prepare grant applications; manage grant expenditures; prepare and submit grant reports.</li> </ul>   |

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

**B. PERIPHERAL DUTIES:**

| % of Time | PERIPHERAL DUTY |
|-----------|-----------------|
|           | •               |
|           | •               |

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Vanessa Koster, Deputy Commissioner

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Policy direction and advice provided by manager. Incumbent is expected to work independently; meet weekly with manager to provide updates; and prepare a written quarterly report detailing progress toward the goals identified in the annual work plan.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = **5**

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

| or supervision exercised by indicating one or more of the following: |   |   |
|--|---|---|
| a. Assign duties   | e. Sign or approve work                                   |   |
| b. Outline methods   | f. Make hiring recommendations                            |   |
| c. Direct work in progress   | g. Prepare performance appraisals                         |   |
| d. Check or inspect completed work                                   | h. Take disciplinary action or effectively recommend such |   |
| Number Supervised  | Job Title   | Extent of Supervision Exercised<br>(Select those that apply from list above, a - h) |
| 1  | Commercial Corridor Manager                               | a-h   |

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)i. Education and Experience:

Bachelor's degree in real estate, marketing, public administration, finance, planning, communications, business, or related field. Master's degree preferred.

At least 10 years experience in community economic development. Demonstrated experience in program development, management and evaluation.

ii. Knowledge, Skills and Abilities:

Excellent written and oral communications skills. Ability to present information clearly and persuasively to varied audiences.

Strong skills in organization and planning.

Working knowledge of City real estate and finance programs.

Computer proficiency (Microsoft Office Suite, Titan CMS)

Ability to work collaboratively with City departments, business and community organizations, elected officials, real estate brokers, and others involved in and affected by redevelopment activity.

iii. Certifications, Licenses, Registrations:

Valid Wisconsin driver's license. Incumbent is expected to use personal vehicle in the conduct of City business.

iv. Other Requirements:

Candidate must adhere to strict standards of professional behavior.

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### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

**G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.           |
| <input type="checkbox"/> | <b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |
| <input type="checkbox"/> | <b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.   |
| <input type="checkbox"/> | <b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.   |
| <input type="checkbox"/> | <b>Crouching:</b> Bending the body downward and forward by bending leg and spine.   |
| <input type="checkbox"/> | <b>Crawling:</b> Moving about on hands and knees or hands and feet.   |
| <input type="checkbox"/> | <b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.   |
| <input type="checkbox"/> | <b>Standing:</b> Particularly for sustained periods of time.  |
| <input type="checkbox"/> | <b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.  |
| <input type="checkbox"/> | <b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.   |
| <input type="checkbox"/> | <b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.   |
| <input type="checkbox"/> | <b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.                                      |
| <input type="checkbox"/> | <b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.   |
| <input type="checkbox"/> | <b>Grasping:</b> Applying pressure to an object with fingers and palm.  |
| <input type="checkbox"/> | <b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.  |
| <input type="checkbox"/> | <b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.   |
| <input type="checkbox"/> | <b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.   |
| <input type="checkbox"/> | <b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.   |
| <input type="checkbox"/> | <b>Driving:</b> Minimum standards required by State Law (including license).  |

**H. PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| <input type="checkbox"/> | <b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.  |
| <input type="checkbox"/> | <b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.   |
| <input type="checkbox"/> | <b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.  |

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|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |
|--------------------------|---|

- I. **VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b><br>This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).         |
| <input type="checkbox"/> | <b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.) |
| <input type="checkbox"/> | <b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.  |
| <input type="checkbox"/> | <b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.  |

- J. **THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_%

**CHECK ALL THAT APPLY:**

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>None:</b> The worker is not substantially exposed to adverse environmental conditions ( <i>such as typical office or administrative work</i> ).   |
| <input type="checkbox"/>            | <b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes ( <i>i.e. warehouses, covered loading docks, garages, etc.</i> )      |
| <input type="checkbox"/>            | <b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.  |
| <input type="checkbox"/>            | <b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.  |
| <input type="checkbox"/>            | <b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.  |
| <input type="checkbox"/>            | <b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.  |
| <input type="checkbox"/>            | <b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.   |
| <input type="checkbox"/>            | <b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals. |
| <input type="checkbox"/>            | <b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.                  |
| <input type="checkbox"/>            | <b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.   |
| <input type="checkbox"/>            | <b>The worker is required to wear a respirator.</b>  |

- K. **MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

|                                     |  |                                     |   |
|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/>            | Camera and photographic equipment                | <input checked="" type="checkbox"/> | Office Equipment (desk, chair, telephone, etc.) |
| <input type="checkbox"/>            | Cleaning supplies                                | <input checked="" type="checkbox"/> | Office supplies (pens, staplers, pencils, etc.) |
| <input type="checkbox"/>            | Commercial vehicle                               | <input type="checkbox"/>            | Packing materials (boxes, shrink wrap, etc.)    |
| <input type="checkbox"/>            | Data processing equipment                        | <input checked="" type="checkbox"/> | PC equipment (monitor, keyboard, printer, etc.) |
| <input type="checkbox"/>            | Handcart   | <input type="checkbox"/>            | PC software                                     |
| <input type="checkbox"/>            | Hand tools ( <b>please list</b> ):               |                                     |   |
| <input checked="" type="checkbox"/> | Office Machines ( <b>check all that apply</b> ): | <input checked="" type="checkbox"/> | Copier  |
|                                     |  | <input checked="" type="checkbox"/> | Facsimile                                       |
|                                     |  | <input type="checkbox"/>            | Calculator                                      |
|                                     |  | <input type="checkbox"/>            | Cash register                                   |
| <input type="checkbox"/>            | Other ( <b>please list</b> ):                    |                                     |   |

- L. **SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

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The individual most likely to succeed in this job will be creative, high-energy, outgoing, and knowledgeable about the ways in which City government can realistically support private development activity.

- M. I believe that the statements made above in describing this job are complete and accurate.**

A handwritten signature in black ink, appearing to read "VANUPTMBA", written over a horizontal line.

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*Signature of Department Head or Designated Representative*

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*



Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

TO: City Service Commission

FROM: Kristin Hennessy Urban, Human Resources Manager

DATE: February 1, 2024

RE: Request from the Department of City Development to **re-exempt** the position of Neighborhood Business Development Manager

| <u>POSITION TITLE</u>                     | <u># OF POSITIONS</u> | <u>PAY RANGE</u>          |
|---|-----------------------|---------------------------|
| Neighborhood Business Development Manager | 1                     | 1 IX (\$80,098-\$112,136) |

Please find attached a request from DCD Deputy Commissioner Vanessa Koster to re-exempt the position of Neighborhood Business Development Manager. A copy of the current job description is enclosed.

The Neighborhood Business Development Manager directs activities in Milwaukee's commercial corridors that generate private investment and new development, including large-scale redevelopment activity and targeted initiatives. The Neighborhood Business Development Manager will develop and oversee financing programs to incentivize redevelopment and will recommend City investment in redevelopment projects. As well, the incumbent will work with lenders, community financial institutions and philanthropic organizations to increase the capital available to finance redevelopment projects in commercial corridors.

Because of the importance of this position in serving as a representative of the administration in development and redevelopment in the City of Milwaukee and due to the role the incumbent will play in reporting to policy makers, I recommend that the request to re-exempt the position be granted.

Please contact me at 414.286.8643 should you have additional questions.