

City of La Crosse Position Description

Position Title:	Development Analyst	Department:	Planning & Development
FLSA Status:	Exempt	Reports to:	Director of Planning, Development and Assessment
Grade Level:	11		

Purpose of Position

The purpose of this position is to provide in-depth financial, economic and credit analysis incorporating sound due diligence and “best demonstrated” analytical methods to ensure desirable returns on investment and to mitigate the risk exposure in carrying out community and economic development activities. This includes providing professional expertise to the management of the City’s tax incremental finance districts, various City economic and community development programs, administering and coordinating loan programs, compliance with federal HUD regulations, and accounting functions. The work is performed under the general direction of the Director of Planning, Development and Assessment.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains confidentiality of proprietary information.

Coordination and administration of the City’s economic development program including assistance to the City’s businesses and industries.

Perform extensive underwriting, project analysis and present a deal structure based on fund availability as well as eligibility.

Monitor repayment status for all economic development and community development loans.

Review all subordination requests for economic development and community development loans.

Provide leadership in determining Development and Agreement compliance, in coordination with Legal and Finance.

Communicate grant awards with Finance including, but not limited to award letters, applications, terms and use of grant funds.

Work with and present information to the Joint Review Board, Community Development Committee, Economic Development Commission, and Redevelopment Authority.

Administer review of applications for TIF assistance from developers and property owners.

Administer the coordination of TIF district projects and their funding via the City’s annual capital improvement plan budget.

Track all federal funds (EDA, CDBG, HOME, etc.) to ensure adequate and appropriate use of funding. Maintain all quarterly and annual financial reports.

Maintain budget information and create financial reports. Oversee accounts for projects and advise on fund availability and location of funds.

Process all financial payments.

Manage lease agreements for compliance and payment calculation.

Review grant expenditures to ensure compliance with relevant regulations. Ensure expenses are supported by source documentation. Ensure contracts are current and invoices are accurate.

Direct Finance on receipting income to appropriate accounts, notification of returning unused funds, and create requests for journal entries and balance adjustments.

Reconcile city accounts to federal accounts and perform analysis to ensure accuracy.

Manage funds in the IDIS system.

Approve draws created by Finance in IDIS.

Provide technical advice to staff regarding projects and requests specific to financial matters.

Correspond with applicants as needed for underwriting

Monitor IDIS maintenance and resolution of IDIS "flags".

Provide financial information for audits.

Prepare amortization schedules, maintain and update loans as necessary.

Manage financial reports for the Redevelopment Authority.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Write and implement grants for the department.

Provide information to the general public regarding TIF, economic development, CDBG and HOME programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Business Administration, Accounting, Public Administration or Economics with 5 years general accounting experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience in economic development and TIF preferred. Candidate shall have effective public relations skills and communication skills. Must be able to obtain certification in Development Finance (EDFP, RHDFP, DFCP) within 2 years and willing to maintain continued certification.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

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 critically advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Ability to establish and maintain effective working relationships with City employees, developers, neighborhood groups, property owners, and other governmental agencies. Must be able to deal with the public in a courteous/tactful manner.

Ability to communicate effectively both orally and in writing and to make effective presentations to professional and lay groups.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to interpret statistical reports and/or formulation and equation data.

Ability to perform financial analyses of specific projects.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Ability to coordinate and handle a variety of programs, projects, and activities within the time frames required.

Physical Requirements

Ability to operate and maneuver equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer terminal, telephone, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements such as data entry and database design.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to adverse environmental factors is minimal and poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans 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.