

# CITY OF BERLIN, WISCONSIN

## Planning and Development Director

Berlin (population 5,500) offers a well-rounded venue of historic homes and pristine parks, and is located in central Wisconsin, just 20 miles west of Oshkosh. Small town feel and friendliness is abundant, yet the community is progressive and growing. This city, located along the Fox River, is rich in history. Once the highway for French fur traders, Jesuit missionaries and a number of Indian tribes, the river later became a major waterway for residents, businesses and visitors. Today the river offers recreation and family fun in each of the four seasons. Berlin boasts of a good variety of nationally known and international industries. Take a walking tour around the Nathan Strong Park Historic District and view the block after block of well-cared for Victorian homes. With 110 acres of park land, you will find Berlin is a great place to live, work & play.

### JOB SUMMARY

The Planning and Development Director is responsible for coordination of residential, commercial and industrial development activities within the City as well as development and implementation of recruitment strategies including an ongoing business retention program that involves regular contact with all local businesses and industries. This position promotes the City of Berlin and strives to achieve maximum development of the residential, commercial, and industrial tax base of the community by providing community outreach and assistance with planning, government programs, and financing options, assisting developers and property owners. The Planning and Development Director also administers the City zoning code. This position reports directly to the City Administrator.

### MAJOR DUTIES

1. **TECHNICAL AND PROFESSIONAL ADVICE**-Staff support for Plan Commission, Common Council, Berlin Community Development Corporation, Travel & Tourism Commission and Board of Appeals.
2. **ADMINISTRATION**-Administer and enforce all land use regulatory codes in the city. Provide administration, guidance and assistance to any applicable governing bodies in relation to all real property sales and acquisitions by the city. Act as the Floodplain Administrator for the city.
3. **PLANNING**-Provide staff supports for Smart Growth Plan update and community surveys. Provide support for Open Space and Recreation Plan. Recommend policy and land use ordinance updates. Provide staff support for implementation of economic development strategies and long- range Capital Improvement Projects, strategic planning, etc. and help coordinate infrastructure projects that will impact economic development.
4. **BUSINESS DEVELOPMENT, RETENTION AND EXPANSION**-Contact prospective businesses, maintain project status and maintain confidentiality as required. Market Berlin and recruit new businesses. Negotiate agreements. Monitor development agreements for compliance.
5. **OTHER**-Promote Tax Incremental Financing, Focus on Energy, Opportunity Zone, and other financial assistance development and the housing incentive programs. Apply for and administer state/federal grants. Represent the city in intergovernmental groups. Additional duties as may be assigned.

### MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, land use or urban planning, or closely related field is required. Position requires at least one year of experience in municipal government planning and the possession of a valid driver's license.

### SALARY RANGE

Position will start in the range of \$45,935 - \$59,716 per year, DOQ, plus an excellent benefits package.

### APPLICATION DETAILS

Visit community website at <http://www.cityofberlin.net>. Send cover, resume, and at least 3 professional references to City of Berlin, Attn: Jodie Olson, P. O. Box 272, Berlin, WI 54923; e-mail [jolson@cityofberlin.net](mailto:jolson@cityofberlin.net); phone 920-361-5400; by August 18, 2021. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.