



## CITY OF APPLETON: WHERE YOU BELONG

Come join the City of Appleton and thrive! Here at the City, you'll have the opportunity to work in a forward-thinking, positive environment alongside other caring team members. You'll be challenged by rewarding work that impacts the lives of community members each day. You'll expand your skills and knowledge through training and growth opportunities. You'll be respected and appreciated for sharing your ideas and bringing your authentic self to your work. And you can celebrate your successes with your loved ones because of the great flexible work arrangements the City offers. Come join our team—you belong here!

### OUR ORGANIZATION

As an employer, the City of Appleton is a steadfast organization who values, recognizes, and appreciates employees for the unique talents and abilities they bring to our team. We seek out the potential in each employee and encourage growth and diversity of thought. We are constantly exploring ways that we can continue to offer an exceptional, positive work culture that focuses on flexibility for all of life, valuing employees, taking pride in providing great customer service, and progressive, collaborative leadership and teams. [Listen](#) to what our employees have to say about their experience with us!

### OUR OPEN POSITION

**The City of Appleton is seeking an Economic Development Specialist.** This is a professional position responsible for conducting and administering planning, economic development, and redevelopment programs and projects. Your work will include managing the City's industrial parks, identifying, coordinating and planning redevelopment projects, managing land acquisition and business relocation, updating comprehensive plans and preparing related records and reports. You will be a liaison between neighborhood residents, business owners, multiple City departments, non-profit organizations and the private sector.

Here's how you will make a difference:

- Manages and promotes City's Business/Industrial Parks and redevelopment sites, including land acquisition, land sales, establishing policies, working with prospective buyers, tracking contracts, enforcing deed restrictions, calculating land prices, planning expansions, coordinating park maintenance, utility, road and infrastructure improvements.
- Manages industrial and redevelopment projects, facilitating communication, enforcing covenants, explaining processes, and assisting to completion.
- Assists the Director/Deputy Director, and where assigned, represents the City in negotiations with prospective developers and commercial/industrial businesses. Monitor and manage purchase and development agreements post-approval for

compliance coordinated with the Finance and Legal Services Departments where required.

- Researches, develops, implements, and promotes ongoing economic development and redevelopment strategies. Advises Director and Deputy Director on policy matters related to economic development and redevelopment.
- Manages the City's business/industry retention, expansion and attraction program.
- Prepares and submits project plans, analyses, and required forms to create/dissolve Tax Incremental Districts (TID). Implements TID project plans and continually updates and monitors the status and performance of TIDs. Completes required projects, records, and reports related to TIDs.
- Collaborates with Department of Public Works on capital projects budgeting, scheduling and analysis as it relates to economic development/redevelopment projects.
- Prepares a variety of reports and conducts special plans and studies, such as redevelopment plans, redevelopment project acquisition costs, cost benefit studies, economic development reports, and CIP projections.

## **OUR COMMUNITY**

The City of Appleton is an inviting community nestled in northeastern Wisconsin just north of the largest lake in the state, Lake Winnebago. Home to more than 75,000 residents, Appleton is known for its vibrant and growing downtown, numerous parks, high-quality education, and friendly, safe environment. We are located in the center of the Fox Cities, one of the fastest growing areas in the state which more than a quarter million people call home. We're proud that in 2020 Appleton was ranked #1 for the Best Place to Raise Kids by SmartAsset. In 2023, Appleton was also ranked one of the best places to live in the Midwest by Livability.

Any day of the week, you can enjoy a variety of activities from jazz concerts at the nationally-recognized [Lawrence University](#), to Broadway performances at our multi-million dollar [Fox Cities Performing Arts Center](#), to a quiet evening of walking or biking the trails along the river, or enjoying dinner at one of the many fabulous restaurants.

Appleton offers the rare balance of the cultural experiences of a larger city, while maintaining a hometown feel for residents and visitors alike. From the largest Flag Day parade in the nation in June, to [Juneteenth](#), to the [Mile of Music](#) which attracts musicians from across the world each August, to [Hmong New Year](#), we are proud to welcome all cultures and people from different walks of life.

## **SALARY**

The hiring salary range for this position is \$ 28.13 to \$39.39 hourly, plus an excellent fringe benefit package.

**APPLY NOW!**

If you are interested in applying for this position, please complete an on-line application at [www.appleton.org](http://www.appleton.org) by no later than Sunday, March 24, 2024. Resumes without an application will not be considered.

**City of Appleton Human Resources**

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*Equal Opportunity Employer*