



ECONOMIC DEVELOPMENT
AND ZONING DIRECTOR
TOMAH, WISCONSIN





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THE POSITION IN BRIEF

The Economic Development and Zoning Director (EDZD) is one of four members of a Senior Executive Team (SET) serving a community situated in picturesque west central Wisconsin. The EDZD will be leading the Economic Development, Building And Zoning Department in addition to working cooperatively with the senior management team to manage all aspects of the City's business operations. The position will directly supervise the code enforcement officer and the contracted building inspection services. The Development Services Department's purview includes land use planning and zoning, economic development, permits and inspections and code enforcement. In addition, this position will work as necessary across all areas of the City in conjunction with the other members of the SET.

THE COMMUNITY

Tomah is located in Monroe County in west central Wisconsin located at the intersection of US 94 and US 90 it is conveniently close to La Crosse and Eau Claire and 2.5 hours from Minneapolis.

The City has a resident population of 9,644 and is 8.26 square miles located Monroe County and is located along the Lemonweir River and includes Lake Tomah and is in the at the boundary area of the Driftless Area.

Incorporated in 1883, the City started out as a site for significant lumber and railroad industry but later become more agriculturally focused, especially in the cranberry industry. Today, Tomah residents and business owners enjoy a vibrant downtown, public amenities, and community spirit fostered by this rich heritage. The community is undergoing redevelopment and revitalization including adding additional types of housing.



A SNAPSHOT OF TOMAH'S DEMOGRAPHICS AND AMENITIES:

- Average age of **42** years old.
- White **85.8%**, African American **3.2%**, Hispanic Origin **4.7%**, **2.1%** American Indian Asian **1.5%**
- Median household income, **\$63,940**
- Median value of a Tomah home, **\$244,077**.
- Tomah Area School District
- Buckley Park Aquatic Center
- **11** Parks including inclusive and activities parks
- Municipal Airport, Bloyer Field
- The area also boasts multiple **festivals** and seasonal events such as the Monroe County Fair, Tractor Pull, Squirrelfest and participating in the regional Cranberry Festival
- Tomah is situated in West Central Wisconsin and has access to innumerable, **hunting, fishing, canoeing, kayaking, hiking opportunities** as well as miles of ATV and snowmobile trails throughout.
- **Tomah Health Care** offers care across all aspects of health care including a hospital, pharmacy, urgent care, and wellness.



THE ORGANIZATION

The City of Tomah operates under a Mayor form of government.

The City has a Mayor and 8 Alderpeople elected to staggered terms in individual districts.

The Common Council is the legislative branch of City Government which creates all City policies that are carried out by the SET. The Common Council, along with the Mayor, serve as the corporate authority. The Common Council possesses and exercises all legislative powers of the City, determining the policies of the City government through the adoption or approval of ordinances, resolutions and motions, approval of agreements, appropriations and fiscal budgets. The corporate authorities appoint, direct and, if necessary, remove the SET.

The City has a workforce of about 90 full-time/ 167 part-time employees and seasonal employees organized into several departments. Tomah is a full-service community, and in addition to Community Development services also include Police, Fire/EMS, Public Works, Sewer and Water Utilities, Airport, Parks and Recreation, Assessor, Information Technology, Finance, Human Services, Clerk and Administration. The FY 2024 annual budget, all funds included totals \$8.3M.

THE ECONOMIC DEVELOPMENT, BUILDING AND ZONING DEPARTMENT

Tomah's Department is responsible for building inspections, code enforcement, planning and zoning and economic development. This includes the City's In general, services provided by the department include:

- Building permits for new construction and remodeling of buildings, including plan review, permit issuance, and all related inspections;
- Code enforcement activities related to the above items and property maintenance regulations;
- The Department works in tandem with the Plan Commission and Long-Range Planning Committee to support engineering plan review, assigning addresses, floodplain development review, enforcement of all floodplain regulations, and inspection services;
- Short- and long-term planning activities, zoning, and administration of the planning and subdivision regulations of the municipal code; and
- Staff support to the Plan Commission, Board of Appeals, Historic Preservation Commission, Long Range Planning Committee.





CHALLENGES AND OPPORTUNITIES

The new EDZD will be faced with a number of challenges and opportunities that are not uncommon for a local unit of government in today's environment.

They include:

- Housing shortage, redevelopment of the downtown including a redevelopment plan for recently demolished fire damaged buildings, initiating new industrial development and maintaining existing businesses.
- The City has four tax increment districts to foster growth and development moving forward. In addition, the City has a revolving loan fund and a façade grant program to assist with downtown redevelopment.
- The EDZD can expect to work with City staff and elected officials, business organizations and community leaders to build on recent successes to expand existing businesses and look for opportunities for potential partners for redevelopment. The Director should be of a mind that the Department treats the development community and business owners as partners, not adversaries, in moving forward common development interests and projects.
- Tomah's diverse set of Department services is its strength, and its challenge, requiring a broad set of knowledge and adeptness from its next Director. Timely inspection services to meet demanding and strong-willed constituencies are the norm, code enforcement is geared toward education and compliance, and mostly in response to complaints, and planning services should promote good working relationships with the development community. Within this environment staff works hard to keep each other informed and maintains a collegial atmosphere that will welcome a Director who is well-rounded and knowledgeable in the disciplines of the department, one that will lead and hold their work accountable and demand a high level of customer service.

STAFF MANAGEMENT AND LEADERSHIP

In a similar way, the City's management team is a cohesive, energetic group that is keenly in-tune with the City leaders and the community's expectations. Within this framework of an amiable work environment and executive group where daily contact among the management team can be anticipated, the new Director can expect this assembly of management leaders to be a resource, welcoming the Director with the encouragement, support and tools he/she may need to be an inclusive and responsive leader in the department, and the overall organization.

THE IDEAL CANDIDATE

Candidates should have an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities, as outlined below:

- Bachelor's degree in planning, business, public administration or related field.
- Progressively responsible professional level experience in planning or economic development to include project management, planning, and grant writing, economic development, real estate or community development or an equivalent combination of relevant experience and education.
- Supervisory experience with upper-level management preferred.
- A collaborative and communicative approach to work.
- Comfort working with an array of stakeholders including elected officials, City employees, business owners, developers, real estate agents, and residents.
- Passion for work in a demanding, rewarding and collegial environment.
- Have a record of experience that demonstrates the ability to see the big picture; as well as to conceive and develop innovative long- and short-range strategies for addressing community development challenges.
- Have some background in the principles and current techniques in land use, zoning, annexation, special use permit processes, and building and inspectional services.
- Have some experience in the development, preparation, justification and administration of budgets.
- Be able to critically review development plans/ specifications .
- Have the experience and ability to interact successfully and positively in a participatory environment, working openly and effectively with diverse interests and opinions represented by elected officials, staff, citizen groups, and intergovernmental interests.
- Knowledge of, or demonstrable ability to quickly learn, Wisconsin laws and ordinances governing planning, zoning, construction codes, and inspectional activities.
- Have liaison experience with planning, zoning, and appearance review boards or commissions.





MANAGEMENT STYLE AND PERSONAL TRAITS

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, business leaders as well as the general public.
- Be a clear, concise and collaborative communicator and listener.
- Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
- Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges.
- Have some management experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the Department consistently functions at a high level of customer service.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Be willing to keep the Mayor and Common Council apprised of major activities and operations of the Department in a consistent and timely manner, passing on both “good news and bad news” in a tactful, self-confident and professional manner.

COMPENSATION AND BENEFITS

A starting salary range of \$83,000 - \$107,813 +/- DOQ, and an excellent benefit package is offered including WRS and health insurance.

HOW TO APPLY

Candidates should apply by September 9, 2024, with a resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of David De Angelis, Senior Consultant, MGT, 262-844-68632. The City is an Equal Opportunity Employer.

