



## **Community Development Director**

The Village of Antioch, Illinois, is seeking applications for the position of Director of Community Development. The successful candidate will have working knowledge of the following: principles and practices of regional and urban planning; economic planning & development; building code administration and code enforcement. He or she will also be experienced in budget preparation and implementation, administrative practices and procedures, and grants administration.

The Director of Community Development plans, directs and coordinates all community development activities, such as village planning, building and zoning permits, including code compliance, is liaison to the Planning and Zoning Board, grants administration, building and housing inspections and land use regulations (subdivisions, PUDs). Performs a variety of professional work in surveying, promoting, fostering and advising the Village and various segments of the business community as to the ways and means to promote the economic, commercial and industrial development of the Village. Reports all matters relating to the economic conditions of the Village and coordinates the activities of economic development. Oversees a limited staff and plans short and long term goals for the department. Reports directly to the Village Administrator.

### **Essential Functions include:**

- Plans, directs and coordinates all community development activities, such as village planning, building and zoning, including code compliance, grants administration, building and housing inspections and land use regulations (subdivisions, PUDs).
- Develops and orchestrates both the short and long term goals for the Village's economic development.
- Stimulates new business recruitment and development in the downtown and surrounding area.
- Develops a working relationship with the Chamber of Commerce and area realtors.
- Identifies opportunities for redevelopment, creates redevelopment plans, and manages plans to completion.
- Opens lines of communication with the Illinois department of commerce and economic opportunity, Illinois Retail Merchants Association and various trade associations to keep abreast of new economic opportunities.
- Establishes ties with commercial property owners for the purpose of providing counsel in the form of property market values, current square footage leasing rates and providing information on prospective businesses seeking to locate in the Village of Antioch.
- Develops and implements departmental goals, policies and procedures.
- Supervises the daily work activities of a small professional and technical staff engaged in reviewing plans and conducting on site investigations of building development projects; interview and recommend the hiring and provide training for new employees.
- Performs daily and periodic evaluations through monitoring on site investigations and review of submitted status reports
- Forecasts operational needs, anticipates costs and formulates departmental budget for administration and village board review
- Maintains departmental expenditures within budgetary limitations.

- Acts as liaison to Board Members, developers, realtors and other planners on proposed development for the village.
- Examines and approves all architectural and structural plans and administer conformance with zoning ordinances; evaluate improvement projects and requests for their potential long range impact.
- Reviews ordinances related to community development, develops and/or recommends improvements.
- Researches requests and testifies before various commissions and boards as required, interpreting all applicable codes and ordinances.
- Performs special studies, as requested by the village administrator or village board, relative to the conditions and future need of the village in areas to include, but not limited to: comprehensive planning, capital improvements, developments, zoning, building and subdivision code review; research grant availabilities and prepare grant proposals for state and federal funds.
- Develops and generates the development of short/long term plans for growth; reviews specifications, designs and cost estimates for improvement to publicly owned properties.
- Performs final review of building and sign permit applications, confers with subordinate staff where permit issuance is in question and approves or denies permits according to applicable village ordinances or state law.
- Attends and participates in all required meetings, conferences and professional seminars; speaks at various organization meetings and schools as requested
- Performs other related duties as are required and/or assigned

**Required Education and Experience:**

- Minimum of a Bachelors Degree with major courses in urban or regional planning or related field; Masters Degree preferred
- Five (5) years progressively responsible experience in urban planning or related field
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

**Salary And Benefits:**

\$75,000-\$85,000 D.O.Q. plus an excellent benefit package.

Interested applicants should submit a cover letter, resume and salary history to:

Village of Antioch  
Attn: Human Resources  
874 Main Street  
Antioch, IL 60002

***Application deadline is open until the position is filled***