



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:

- Directs and coordinates all long term planning for the Village including updates to the Comprehensive Plan.
- Directs and supervises all economic development initiatives for the Village and serves as the Staff Liaison to the Antioch Economic Development Task Force.
- Serves as Zoning Administrator and is responsible for interpreting all zoning codes.
- Directs and oversees all new entitlements in the Village including Annexation, Annexation Agreements, Rezoning, Special Uses, Variances and Text Amendments.
- Oversees the Building Department and the department of inspectors and permit coordinators who are responsible for plan reviews and site inspections.
- Oversees any codes changes or modifications to the Building Codes.
- Supervises all American for Disability (ADA) enforcement actions
- Supervises all code enforcement actions related to any violations of the Village's Zoning, Building, Sign, or Site Plan ordinances and acts as the main liaison with the Village Attorney in court actions to enforce Village ordinances.
- Formulates departmental budget each fiscal year which including close coordination with the Village Administrator and Finance Director on the departments financial needs.
- Maintains departmental line item expenditures as outlined in the approved budget.
- Acts as the main liaison with the real estate and development community related to zoning and entitlement inquiries.
- Reviews ordinances related to community development and TIF management, 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; directs and coordinates contracted services for village property improvements and maintenance.
- 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 Master's Degree in Urban Planning, Architecture, or Landscape Design
- Eight (8) years of progressively responsible experience in urban planning or related field
- Certified Planner with the American Institute of Certified Planners for a minimum of four (4) years.
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

Salary And Benefits:

\$83,000 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