VILLAGE OF NORTH RIVERSIDE
JOB DESCRIPTION

Position: Community Development Director
Department: Community Development
FLSA Status: Exempt
Classification: Executive and Management Group
Classification Status: Non-Represented
Date Approved: September 8, 2023

Position Summary:
The Community Development Director is a highly responsible administrative professional who manages, directs, supervises and coordinates the operational activities of the North Riverside Community Development Department. Work involves responsibility for overseeing all aspects of urban planning, zoning and redevelopment, economic development, building code administration, property maintenance, code enforcement and inspection services.

Work involves significant community engagement and public interaction with elected officials, residents, neighborhood groups, business leaders, developers, and other governmental entities. Exercises direct supervision over all department personnel and contract workers. Work is performed under the general administration of the Village Administrator.

Essential Duties and Responsibilities:

• Plans, organizes, directs and evaluates the Village’s Community Development Department, including all aspects of land use, strategic, transportation, infrastructure and environmental planning, building safety, inspection services, property maintenance, and code enforcement activities.

• Develops, recommends and oversees the administration of department policies, procedures and guidelines with regards to urban planning, redevelopment, municipal zoning, building, code enforcement and economic development.

• Formulates, implements and monitors short- and long-range plans, goals and objectives focused on achieving the Village’s mission and core values; recommends public policies and programs that encourages the development and revitalization of available land uses; creates a green infrastructure plan.

• Prepares and administers the department’s annual operating budget and capital improvements plan; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
• Directs and coordinates the review of development proposals; ensures consistency in the application of building codes, zoning, sign regulations, environmental standards, comprehensive plan and other related codes and ordinances.

• Provides administrative interpretation of all land use standards and regulations; reviews and approves certain permits and land use decisions; prepares and reviews reports; recommends plan and code amendments, annexations, and other planning, zoning, and building issues.

• Reviews and monitors proposed changes and updates to federal, state and local laws to determine their impact on local planning, zoning and building policies and practices; prepares and coordinates staff responses and recommendations.

• Develops, implements, recommends and monitors public policy documents and tools, including a comprehensive or master plan, green infrastructure plan, economic development incentive policy, emergency disaster risk assessments and hazard mitigation plans, and other strategic planning documents as needed.

• Assists with the review of financial incentives, impact studies and other related information for prospective business development.

• Coordinates and tracks community development related projects and improvements.

• Supervises and manages all department staff and contract personnel. Recruits, trains, motivates and evaluates work performance of department personnel.

• Provides highly responsible and complex administrative support to the Village Administrator and Board of Trustees, including contract administration, grant writing and administration and procurement activities as it relates to the Community Development Department.

• Promotes and markets the Village of North Riverside; develops and maintains programs and services to effectively facilitate new business investments and encourage retention and expansion of businesses within the community.

• Responds orally and/or in writing to a variety of requests and correspondences from community groups, state and local officials, and the general public. Represents the Village on various intergovernmental boards and commissions.

• Promotes and maintains responsive community relations; investigates and resolves complaints by citizens.

• Performs related duties as assigned.

Peripheral Duties:

• Provides backup for other functions within the department.

• Follows safe work practices; participates in the Village’s safety committee to ensure established loss control and risk management practices are followed and implemented within all department programs and services.

• Acts as staff liaison to various community groups, business and tourism organizations, professional associations and advisory boards and commissions. Works closely with
developers, architects, engineers, contract staff, attorneys, other consultants and governmental agencies and the general public as directed.

- Oversees and administers contracts with outside consultants; reviews the work of consulting staff for compliance with Village standards and goals.
- Perform other duties as assigned.

**Desired Qualifications:**

**Training, Education, and Experience Requirements**

- Possess, or be able to obtain by time of hire, a valid State of Illinois driver’s license.
- Graduation from an accredited four-year college or university with major course work in urban planning, public administration or a closely related field; a Master’s Degree in urban planning, business administration or public administration is preferred.

Certification in the following programs may be substituted for equivalent education: Certified Planner from the American Institute of Certified Planners (AICP); Certified Urban Designer from the American Planning Association (APA); Certified Real Estate Inspector from the American Society of Home Inspectors (ASHI) or Certified Economic Developer from the International Economic Development Council (IEDC).

- Five (5) years of progressively responsible senior management experience in municipal planning and zoning, building, community development or economic development with a minimum of one (1) year of direct supervisory experience.
- Working knowledge of Microsoft Office applications.
- Experience utilizing geographic information systems (GIS) software.
- Demonstrated record of economic development, including business attraction and retention programs.
- Any equivalent combination of training and experience that would likely provide the following knowledge, abilities, and skills is qualifying.

**Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principles of municipal planning with special concentration in the areas of land use, strategic, infrastructure, transportation and environmental planning.
- Comprehensive and current knowledge of federal, state, and local laws and regulations relating to economic development, building codes, and zoning practices.
- Demonstrated skills and abilities in customer service delivery, problem solving, and interpersonal relations; Ability to undertake complex research and analysis.
- Knowledge of the legal aspects and laws relating to urban planning, building, zoning and economic development.
- Ability to work effectively under stress and effectively manage multiple priorities.
- Ability to evaluate and organize diverse data into sound program recommendations.
• Ability to establish and maintain effective working relationships with others.
• Ability to plan and complete projects within established deadlines and commitments.
• Ability to work with minimal supervision; a leader and self-starter with demonstrated initiative and creative abilities.
• Ability to perform responsible and difficult work involving the use of independent judgement and personal initiative.
• Ability to safely operate a motor vehicle.
• Excellent verbal and oral communication skills.
• Excellent character, integrity and adaptability.
• Strong organizational and interpersonal skills.
• Ability to be a visionary and dynamic leader who has a strong presence in the NR community working closely with local elected officials and community leaders.
• Inclusive and collaborative management style.
• Keen sense of customer relations.

**Hours of Work:**
The typical hours of work are Monday through Friday, 8:30am to 4:30pm, with additional hours of work required during evenings, weekends and odd hours from time to time. Attendance required at Board of Trustee, planning & zoning commission, and citizen engagement meetings, professional networking events, and special community groups outside of the traditional forty-hour work week.

**Work Location:**
This position reports to work daily at the North Riverside Village Commons, 2401 S. DesPlaines Avenue, North Riverside. Will also work at various locations as needed for job and daily duties.

**Contact with Others:**
This position involves extensive contact with elected officials, community leaders, other village employees and the general public; acting as a public liaison to various boards and committees, citizen groups and organizations and professional associations. This position is required to speak in front of large audiences and is responsible for making detailed graphic presentations to a wide audience.

**Working Considerations:**
The physical demands and working environment conditions described in this section are representative of those an individual will encounter while performing the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an inside office environment that is smoke free with controlled temperature and fluorescent lighting. Hand eye coordination is necessary to operate computers and various pieces of standard office equipment requiring repetitive arm/hand movement. May be subject to frequent interruptions.
- Required to frequently stand, walk and sit for extended periods of time.
- Required to occasionally use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.
- May be exposed to highly stressful situations and individuals who are irate or hostile.
- Must be physically capable of operating a motor vehicle safely. Must possess a valid driver’s license throughout employment and maintain an acceptable driving record.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work may be required in an outdoor environment with weather conditions and temperatures experienced in the extremes or exposure to airborne particles. Frequent site visits to various Village and community areas, including construction project sites and buildings.
- The noise level in the work environment is usually quiet to moderate in office settings and moderate in the field or outdoors.

**Selection Considerations:**
Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.

The individual filling this position is responsible for complying with all written safety rules and regulations of the organization together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The position description can be changed by the Village Administrator at any time.