



Position Announcement

Community Development Director

Posting Date: February 1, 2021

CLOSING DATE: March 1, 2021 at 5:00 p.m.
HIRING RANGE: \$109,141.40 - \$127,304.81, D.O.Q., with a competitive benefit package
HOURS PER WEEK: 40+ hours per week

The Village of Algonquin, IL (Pop. 30,700) is seeking applicants for the position of Community Development Director within the Community Development Department. This full-time Community Development position reports to the Village Manager and is responsible for continuing the revitalization of the village's old town district, enhancing thriving commercial districts, promoting the Algonquin Corporate Campus, and maintaining beautiful tree-lined residential subdivisions.

The Community Development Department, as a whole, is responsible for land use planning, economic development, building inspection, permitting, and code enforcement. The Community Development Director leads a team of 8 FTEs, manages several outsourced service contracts, and is responsible for an annual operating budget of over \$1.5 million.

GENERAL DUTIES: Qualified individuals will be expected to have a strong background in urban planning, economic development, building and zoning, historic preservation, code enforcement, and administrative leadership. The ideal candidate will have a proven track record of delivering results, and creating a positive work environment characterized by innovation and teamwork while demonstrating personal and professional integrity.

DESIRED MINIMUM QUALIFICATIONS AND/OR REQUIREMENTS:

Education/Experience: A Bachelor's degree in Planning, Public Administration, or related field with a minimum of five years' experience in planning, in a municipality or similar organization, is required. Master's degree in a related field, AICP and/or CECd accreditation, supervisory experience, preferred; or any equivalent combination of education and experience.

Skills: Thorough knowledge of zoning, sign and subdivision laws, standardized building and property maintenance codes, and comprehensive plans including their formation, process of adoption, implementation and enforcement. Thorough knowledge of community development programs and processes. Thorough knowledge of the principles, theories and application methods of municipal planning, zoning and urban design. Thorough knowledge of planning processes that pertain to aesthetic considerations, architecture, landscape, environmental regulations, and historic preservation. Thorough knowledge of State Statutes, traffic impacts, environmental controls and economic development. Thorough knowledge of standard analytical and research methodologies and statistical procedures as used in planning and development work. Thorough knowledge of Geographic Information Systems (GIS) and Enterprise Resource Planning (ERP) systems (Munis). Thorough knowledge municipal service delivery and departmental administration. Experience in supervision of staff, including setting goals and evaluating performance. Ability to comprehend complex problems, to identify alternative solutions and to prepare appropriate recommendations. Ability to analyze, create and recommend policy and procedure changes when necessary. Ability to work with personal computers and software applications. Ability to communicate effectively orally and in writing with contractors, developers, owners, supervisors, employees and the general public; ability to work well in a team environment and cohesively work across all areas of the organization and the community.

TO APPLY: To learn more about this opportunity, please visit www.algonquin.org/CDDirector.

The Village of Algonquin is an equal opportunity employer within every definition of the concept. A copy of our Outreach Program is available upon request.