

# COMMUNITY DEVELOPMENT DIRECTOR

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Immediate Supervisor: Mayor and City Administrator  
Department/Division: Community Development  
Classified: Salaried, Exempt  
Revised Date: January 2023

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## **JOB SUMMARY:**

Under general policy direction from the City Administrator, the Director plans, directs, oversees and integrates the City's planning, building codes, permit issuance, inspections, code enforcement programs, and performs related work as assigned. This position is responsible for the day-to-day management of current planning, zoning and development proposals, long-range planning projects and the drafting, administration, interpretation of ordinances and policies. The position also manages building inspection and code enforcement programs and staff.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Reviews development applications and annexation/development agreements, for compliance with City ordinances, County regulations, State codes, NPDES permitting and accepted planning practices.
2. Negotiates with developers to maximize the quality of proposed developments. This includes working with other City staff, Planning and Zoning Commission, Council Members, developers and their consultants.
3. Coordinates and improves the development review process.
4. Prepares reports, presentations, and correspondence related to application reviews and other projects such as annexations, variances, and planning, subdivision and special/conditional use issues.
5. Provides exceptional customer service to promote and maintain a positive City image with developers, city staff and all entities encountered through position.
6. Responds to any public inquiries related to development and planning.
7. Prepares draft public hearing notices, ordinances, resolutions and proposed amendments to existing land development regulations, and prepares information sheets and memos to explain various aspects of land development for distribution.
8. Coordinates plan review.
9. Assists with the coordination of development issues with other governmental bodies, including but not limited to the Fire Protection District.
10. Participates in the preparation of maps and performs the update of a variety of maps including zoning maps as required.
11. Adheres to all departmental and City ordinances and policies.
12. Oversees building inspection, code enforcement, electrical inspection, and coordinate the activities of the plumbing inspector.
13. Performs related work as required, and other duties as assigned.
14. Responsible for the leadership, effective management, and administration of all projects and activities related to the promotion of Tourism.
15. Serves as the Building and Zoning Commissioner.
16. Attends meetings of the Zoning Board of Appeals.
17. Have the authority to issue all stop work orders on construction or alteration or repair of buildings.

18. Prepares annual Department budget.

**QUALIFICATIONS-EDUCATION REQUIREMENTS-EXPERIENCE AND TRAINING:**

- Bachelor's Degree in Planning, Business, Public Administration or related field from an accredited college or university preferred.
- Minimum of three (3) years municipal planning experience, or equivalent blend of advanced education and experience.
- Strong MS Office computer skills required, experience with GIS and Pavers strongly desired.
- Professional AICP certification preferred.
- Experience in preparation and maintenance of strategic plans and policies.
- Experience with the planning aspects of broad-based and diverse community development activities.
- Knowledge of technical report writing.
- Demonstrated knowledge of safety rules and accident prevention.
- Exceptional public relation skills.
- Strong communication skills, both written and oral.

**PHYSICAL and OTHER ABILITIES REQUIRED:**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Understand and follow written and oral instructions; possession of strong oral and written communications skills; demonstrated ability to interact in a professional manner with the public and contractors.
- Work independently and protect confidential information.
- Work indoors and outdoors in all types of weather conditions, and navigate all types of terrain, including those typical of major construction sites.
- Lift and carry 25 pounds on an occasional basis in the conditions described above.
- Possess and maintain a valid Illinois driver's license.