



# Village of Woodridge

## POSITION OPENING — DIRECTOR OF COMMUNITY DEVELOPMENT

The Village of Woodridge is seeking applications for the position of Director of Community Development. This position performs a variety of supervisory, administrative, technical and professional work. The Community Development department is responsible for planning, building permits/inspections, economic development and property maintenance for the community.

### Position Responsibilities

- Plan and organize workloads and staff assignments; train, motivate, and evaluate assigned staff, review progress and direct changes as needed.
- Manage and supervise planning and economic development operations to achieve goals within available resources.
- Manage the department's responsibilities related to building permit, plan review and inspections to ensure development compliance with local building codes and timely processing of building permits.
- Manage the department's efforts to respond to property maintenance concerns including working with third-party contractors, residents and businesses to ensure that properties are well maintained.
- Provide leadership and direction in the development of short and long-range plans; gather, interpret and prepare data for studies, reports and recommendations, coordinate department activities with other departments and agencies.
- Provide professional planning, zoning, and land use advice to supervisors and other officials; make private and public presentations to supervisors, boards, commission, civic groups, and the general public.
- Prepare and administer annual operating budget; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Attract new businesses and developers to Village through attraction and marketing efforts.
- Develop and perform business retention activities and programs in order to retain existing businesses.
- Manage the Village's TIF district and encourage redevelopment that will be beneficial to the TIF district and that is in accordance with the approved Redevelopment Plan and Program.

### Required Knowledge, Skills and Abilities

- Master's Degree in land-use planning, urban planning, landscape architecture, or closely related field.
- Four (4) years' experience in municipal planning.
- Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption and enforcement.
- Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships. Ability to instruct employees on the use of personal computers, software, and peripherals.

### Benefit and Salary Information

This is a full-time, forty-hour per week position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick days. The salary range is \$99,881.60 to \$135,990.40, depending on qualifications.

### Application Process

Applications may be obtained on the Village website: [www.vil.woodridge.il.us](http://www.vil.woodridge.il.us). Please include a cover letter and resume with salary history. Submit application materials to Human Resources, 5 Plaza Drive, Woodridge, IL 60517, fax to (630) 719-0021, or e-mail to [hr@vil.woodridge.il.us](mailto:hr@vil.woodridge.il.us). **Application review to begin immediately; position open until filled.**

*Applicants with disabilities, who will need accommodations in order to complete any portion(s) of the application, should contact the Administration Department.*

**Posting Date: September 7, 2017**