



## VILLAGE OF GLENVIEW, ILLINOIS COMMUNITY DEVELOPMENT DEPUTY DIRECTOR

Glenview, Illinois (pop. 48,704). The Village of Glenview is seeking experienced, engaging, and conscientious candidates for the position of Deputy Director of Community Development. The preferred candidate will play a pivotal role in shaping the department and the community's growth. They will be working on several significant large redevelopments, revitalizing the Village's Downtown District, influencing economic development, streamlining the plan review and inspection process, and implementing a robust capital improvement program.

Located in Cook County on Chicago's North Shore, Glenview offers superior amenities and services, excellent schools, parks and open space, numerous shopping and dining options, and convenient proximity to local expressways, O'Hare International Airport and three Metra commuter train stations. Glenview is home to major businesses and attractions such as Abt Electronics, Illinois Tool Works, Kraft Heinz Research & Development Center, Astellas Pharma, Kohl Children's Museum, and the premier mixed-use development, The Glen, a redeveloped 1,100-acre former Naval Air Station which comprises residential, retail, office, light industrial, recreation and entertainment uses totaling more than a billion dollars of investment.

Glenview operates under a council-manager form of government and is a home rule municipality. The Village President and six Trustees are elected at

large, and the Village Manager oversees day-to-day operations of 276 full-time employees in five departments: Management Services, Community Development, Fire, Police, and Public Works.

The Community Development Department contains the Planning, Inspectional Services and Engineering Divisions and provides land development, infrastructure, and economic development services for the community. The 50+ Department team members, including both Village staff and consultants, strive to make life better through the creation of great places to live, work and play; ensure Glenview's built environment is safe; and, design, review and construct the Village's infrastructure.

Under the general direction of the Director of Community Development, the Deputy Director assists in leading the executive administration of the Community Development Department and provides direction in the daily activities, operation, and management of all services provided by the Department. The position also performs complex professional work in implementing Village Board initiatives, creates partnerships to resolve conflicts, manages special projects and process improvements, and plays a pivotal role in developing economic development and investment in the community.



## POSITION REQUIREMENTS

- A bachelor's degree or equivalent from an accredited college or university, master's degree preferred, and 5-10 years of progressively responsible management or supervisory experience.
- Knowledge of the principles and practices in community development and professional experience in one or more related fields (e.g., business, urban planning, economic development, real estate, construction management, neighborhood revitalization, engineering, public administration).
- Ability to provide leadership and motivate employees, including establishing organizational goals, oversight of the operating budget, contract management of consulting firms, influencing professional development of team, directing staff assignments and monitoring work performance, and realigning work dynamics and team compositions to maximize efficiencies and customer service outcomes.
- Strategic thinking and planning skills to effectively manage complex department operations, craft policies and procedures, decipher challenges and interpret regulations, apply reasonable solutions, and preemptively address the information needs of key audiences.
- Ability to forge and maintain effective working partnerships with Village officials, coworkers, contractors and developers, community stakeholders, and the broader public. Proficient in providing high-quality customer service. Be an engaging public speaker and skilled communicator across all channels.

## COMPENSATION AND BENEFITS

The position offers a salary range of \$139,212 - \$194,896 DOQ and an extensive benefits package. This includes participation in the Illinois Municipal Retirement Fund (IMRF), PPO and HMO health insurance options for medical, dental, and vision coverage, a flexible spending account, life insurance, 9 paid holidays, and tuition reimbursement. Glenview is an inclusive employer, and there is no residency requirement to join our forward-thinking team.

This position is typically required to work in the office during the hours Village Hall is open Monday-Friday, 8:30 a.m. - 4:30 p.m., based on operational needs, for a total of 40 hours per week. This position is exempt under FLSA and is eligible for remote work and flexible scheduling. Attendance at evening meetings is generally required from 2-4 times per month.

## SELECTION PROCESS

Apply online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter and contact information for five professional references by June 28, 2024. Questions may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240.

The Village of Glenview is an Equal Opportunity Employer.

