

VILLAGE OF ITASCA, ILLINOIS

**DIRECTOR OF
COMMUNITY
DEVELOPMENT**



MGT



VILLAGE OF ITASCA, ILLINOIS

DIRECTOR OF COMMUNITY DEVELOPMENT

THE COMMUNITY

The Village of Itasca (pop 9,627) is a vibrant and diverse DuPage County municipality with charming homes, local businesses, historic buildings, modern business parks, expanding industrial districts, and hospitality businesses.

Located 20 miles northwest of Downtown Chicago in DuPage County, Itasca offers residents, businesses, and visitors easy access to superior transportation including I-290, I-355, I-90, and I-294 as well as Metra train service on the Milwaukee District West Line. Illinois Route 390 provides western access to nearby O'Hare International Airport.

Itasca has a quaint downtown which features local businesses, restaurants, and the Metra train station. In May 2023, the Village approved its first TIF District spanning 36 acres and covering the north side of Irving Park Road from I-290 to 1st Street. The TIF District was created in an effort to incentivize the revitalization of the downtown according to the recommendations contained within the Downtown Strategic Action Plan approved in 2022.

Just south of the downtown is the community's signature green space Usher Park, where local events are held including the annual Winter Wonderland. This event features decorative lighting displays throughout the holiday season. Through grant funding and local partnership, Usher Park is scheduled for significant enhancements in 2025.

Adjacent to the Village Hall and Police Station, the Village owns and maintains the 51-acre Springbrook Nature

DEMOGRAPHICS

Population **9,627**

Daytime Population **23,171**

Median Household Income **\$137,036**

Median Home Value **\$399,000**

Center, which includes breathtaking walking trails open to the public and borders Songbird Slough, a 390-acre forest preserve. The Village has also established a network of walking and bike paths connecting community amenities.

Hamilton Lakes and Spring Lake are Itasca's two largest office parks with a total of 4 million square feet of office space. Just west of I-290 is a large industrial area featuring over 8 million square feet of industrial, flex, and office space. The Village is also home to four hotels including 2 with full-service conference facilities - Eaglewood Resort and Spa and Westin Chicago Northwest. The Village is a member of Meet Chicago Northwest, which actively markets the local hospitality industry and keeps visitors returning to the Village.

Through a partnership with Hamilton Lakes, the Village hosts the largest 4th of July fireworks show in the State of Illinois. This show, along with other large events such as Itascafest and Oktoberfest, make Itasca a wonderful place for residents and visitors.



VILLAGE GOVERNMENT

The Village of Itasca is governed by a Village President and a six-member Board of Trustees. The Trustees, Village President, and Village Clerk are elected to staggered four-year terms. The Village President and members of the Village Board appoint a professional Village Administrator to manage the day-to-day operations of the Village. The Village also utilizes a variety of advisory boards, commissions, and periodically, ad hoc committees to provide expertise and assistance to the Village Board in reaching policy decisions.

THE POSITION IN BRIEF

The Village of Itasca is seeking an experienced, hands-on professional to serve as the Director of Community Development. The Community Development Director is appointed by the Village President, with the advice and consent of the Board of Trustees. This position reports directly to the Village Administrator.

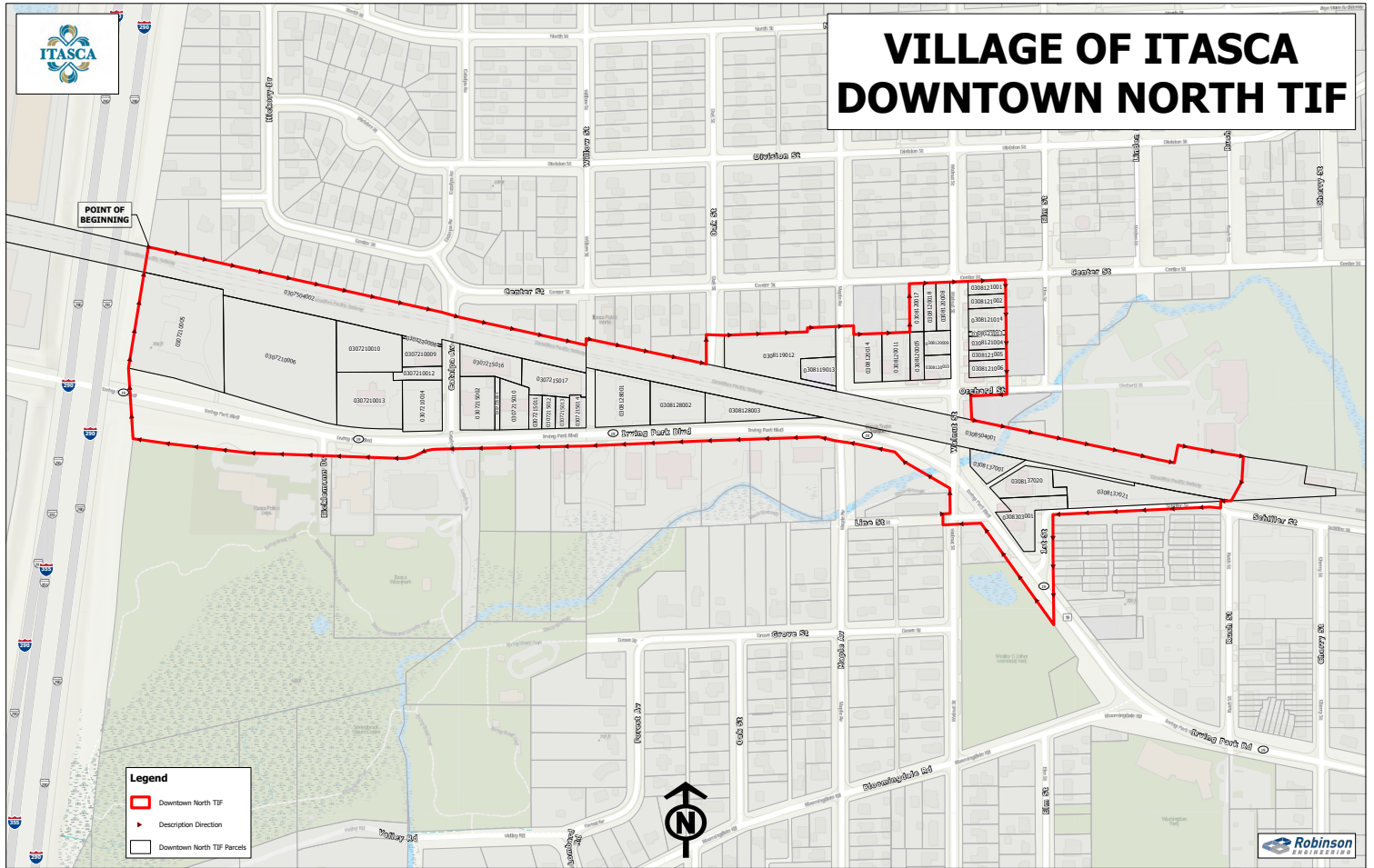
The Director of Community Development oversees a 2025 budget of \$1,252,350 and is responsible for directing and managing all aspects of the Community Development Department in accordance with Village, State, and Federal policies, ordinances, regulations, and laws. This includes but is not limited to the planning, directing, administering, and supervising of the operations, employees, and contracted services responsible for community development, economic development, planning, zoning, subdivision control activities, and code enforcement. The Director supervises the Planning and Zoning Coordinator, Building Supervisor, and Administrative Assistant. The Building Supervisor in turn supervises the Building Permit Technician, Seasonal Intern, and Code Enforcement services provided by the Community Service Officer. Additionally, the Department is supported by Lakeside Consultants, who manage the Village's plan reviews and inspections, the contractual electrical inspector, and Robinson Engineering.





CHALLENGES AND OPPORTUNITIES

- Presently the Planning and Zoning Coordinator position is vacant. The Director will have the opportunity to hire that position and make recommendations for future staff restructuring within the Community Development Department.
- The Downtown Itasca TIF was recently established in May 2023 to spur investment and redevelopment in downtown Itasca. The 36-acre TIF District is anchored by the Metra Commuter Rail Station and Irving Park Rd, the Village's busiest commercial corridor. The first project, Itasca Station, is a five-story mixed-use building with 86 apartment units and a first-floor restaurant. A groundbreaking is scheduled for Fall 2024. The new Director will be tasked with furthering the goals of the TIF District through the negotiation of economic development incentive agreements and the creation of a TIF Façade Program.
- The Village approved the Downtown Strategic Action Plan in 2022. The new Director will continue the implementation of this plan.
- The Village has two large office parks, Hamilton Lakes and Spring Lake, which house a total of 4 million square feet of office space. Hamilton Lakes also has two premier hotels offering conference centers and commercial businesses which include banks and a daycare facility. The new Director will work with both entities to find possible tenants for vacancies.
- The Rohlwing Road Commercial Corridor has very successful retail and service businesses. The new Director will assist in maintaining the corridor's success by marketing it to new business tenants.
- The Village's Zoning Code is scheduled to be codified and updated over the next three years. The Director will take a lead role in shepherding this project through to completion.
- The Village implemented a new Tyler Incode 9 ERP system in 2022 which automated the Village's permits and licensing. The new Director will further the implementation and utilization of this software platform to improve efficiencies within the Department.





KEY RESPONSIBILITIES

The Community Development Director will serve as a key member of the Executive Department Head Team and will perform the following essential duties within the Community Development Department:

- Provide supervision, training, coaching, discipline, and evaluation of Community Development staff.
- Recommend and manage the annual budget for the Community Development Department.
- Serve as a staff liaison to the Plan Commission, Historic Commission, Village Board, and Community Development Committee.
- Prepare a variety of studies, reports, presentations, and related information to provide professional advice for decision-making purposes.
- Ensure the accurate and timely processing of permits, zoning applications, code enforcement matters, etc.
- Develop and maintain strong relationships with developers, business owners, property owners, real estate professionals, local taxing bodies, and other key stakeholders within the Village.
- Coordinate the Village's involvement in economic development projects and assist in negotiating economic development incentive agreements and administering TIF incentives.
- Track and highlight economic conditions and opportunities in the Village and work with Village and regional partners to promote and attract new businesses and encourage the retention of existing businesses.
- Develop and manage the marketing of Village economic development efforts including marketing of the Hotel Grant Program and TIF Façade Program.
- Coordinate annexation and subdivision negotiations and agreements.
- Review, interpret, and make recommendations for improving ordinances related to Community Development.
- Review and revise workflow systems and procedures including the utilization of the ERP system and technology.
- Develop and/or assist in the implementation of new programs or enhancements to existing programs; and in the operational analysis and recommendations for organizational structure and functions.
- Coordinate development and regional projects between the Village and various local, County, State, Regional, and Federal levels of authority.
- Represent the Village to outside agencies such as the Itasca Chamber of Commerce, GOA Regional Business Association, Meet Chicago Northwest, DuPage Mayors and Managers Conference, IDOT, IL Tollway Authority, Choose DuPage, and Suburban O'Hare Commission as assigned.
- Interact and serve as the liaison to outside governmental agencies, non-profits, constituent representative groups, and other citizen groups relative to the goals, actions, and activities of the Village.



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain effective working relationships with employees, Village officials, residents, developers, contractors, business leaders, and local taxing bodies.
- Thorough knowledge of State of Illinois laws, municipal ordinances, principles, and practices of community development, specifically in the areas of construction, development, planning, zoning, economic development, code enforcement, and municipal government practices.
- Ability to plan, organize, assign, supervise, and evaluate staff.
- Ability to analyze plans and specifications and make interpretations to determine whether such plans conform to applicable codes and construction practices.
- Ability to design and maintain technical operational reports and records and write clear, concise, and accurate administrative reports using spreadsheets and software programs.
- Ability to maintain confidentiality in the performance of duties.
- Ability to communicate at a high level both in writing and verbally with employees, residents, business owners, elected officials, and other agencies.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban Planning, Public Administration, or closely related field. MA or MPA preferred.
- Seven years of progressively responsible related experience with at least three years supervising personnel. Municipal experience preferred.



THE IDEAL CANDIDATE

In addition to the requirements listed above, the Village of Itasca is seeking candidates who possess advanced levels of the following:

- Personal and professional integrity, through which the respect, trust, and confidence of colleagues, elected and appointed officials, businesses and the public are gained.
- Proven ability to gain cooperation and communicate clear direction through leadership that is approachable, personable, strategic, and goal-oriented.
- Strong verbal communication skills, both one-on-one and in group and public settings.
- Professional experience demonstrating a high level of integrity while building and leading teams.
- Demonstrated ability in the marketing of TIF Districts and negotiating economic development incentive agreements.
- In-depth knowledge of zoning and building codes that govern construction projects of all sizes and complexity levels, from mixed-use developments to historic building renovations, enabling Village projects to remain compliant and on schedule.
- A desire to pursue community and economic development best practices, innovative strategies, and resourceful techniques, particularly applied to communities that have both thriving commercial and industrial areas.
- Strong communication skills and demonstrated experience as a pragmatic problem solver who will help identify solutions and utilize project management processes to facilitate effective community and economic development policies and programs.
- Successful demonstration of success in leadership of senior and junior department employees, encouraging staff in creative problem solving and innovation and fostering a thriving culture of teamwork.
- A comprehensive knowledge of emerging technology, applications, and software commonly used in Community Development operations and processes.
- Experience supervising building and code enforcement, and understanding the importance of balancing consistency with common sense in code application.
- Decisive leadership skills including confidence, honesty, fairness, empathy, and consistency in the integrity and competence of their work product, processes, and procedures.
- Willingness to recognize the contributions made by Village staff, engage with employees, and involve staff in the decision-making process when appropriate.

COMPENSATION AND BENEFITS

The starting salary range for this position is \$130,000 – \$150,000 +/- DOQ and experience. The Village of Itasca offers a competitive benefits package that includes paid vacation, sick, holiday, and personal time; medical, dental, vision, and life insurance; and participation in the Illinois Municipal Retirement Fund.

HOW TO APPLY

Interested candidates should apply online by Friday, October 4, 2024 with resume, cover letter, and contact information for five work-related references to www.GovHRjobs.com, attention Riccardo (Rick) Ginex, Consultant; (847)380-3240, ext. 160 or Kathleen (Katy) Rush, Consultant; (847)380-3240, ext. 122.

For more information about the Village of Itasca, go to: <https://www.itasca.com>.

The Village of Itasca is an Equal Opportunity Employer.



MGT