



WINNETKA, ILLINOS DIRECTOR OF COMMUNITY DEVELOPMENT



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DIRECTOR OF COMMUNITY DEVELOPMENT

MGT (formerly GovHR USA) is pleased to announce the recruitment and selection process for Community Development Director for the Village of Winnetka, Illinois. This brochure provides background information on the Village of Winnetka, as well as the requirements for the Director's position. Additional information about Winnetka can be found on the Village's website: villageofwinnetka.org.

Candidates interested in applying for the position should submit their resume and cover letter, along with contact information for five (5) work-related references by January 17, 2025 for best consideration, at www.GovHRUSA.com. Open until filled. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Winnetka:

MGT Impact Solutions, LLC
Maureen Barry, Senior Consultant
Phone: 847-380-3240



THE COMMUNITY

Winnetka (population 12,745) is an historic, beautiful community with tree-lined streets and architecturally significant homes located on the shore of Lake Michigan approximately 16 miles north of downtown Chicago in Cook County, Illinois. Strategically located within an easy drive or train ride to Chicago's loop from three train stations, Winnetka was named "one of the best places to live" by 24/7 Wall Street in 2020.

Winnetka holds a 'Aaa' bond rating, and is known for its progressive, customer-oriented local government, excellent schools, and charming business districts.

The community was incorporated in 1869, prior to the adoption of the first Illinois constitution, and while governed by Illinois statutes pertaining to home rule municipalities, Winnetka also has Special Charter status. In 2005, Village residents approved a referendum granting the Village home rule status, which provides for greater legislative and revenue generating flexibility.

The village is home to New Trier High School, a nationally recognized public school where 97% of its graduating students continue on to college. The Winnetka Public Schools (Cook County School District 36) have led the nation in progressive education and served as a model for educators who value the development of the whole child intellectually, socially, emotionally and physically. District 36 services approximately 2,000 kindergarten through eighth grade children in three elementary schools, one fifth/sixth grade center and one seventh/eighth grade middle school.

The community has well-developed and maintained recreational facilities, most of which are operated by an independent Park District. Winnetka has four public beaches, a boat launch, numerous parks, an indoor tennis club, an ice rink, a public golf course and forest preserve areas. The Village is served by the Winnetka-Northfield Public Library, also operated by an independent district.

In addition to its sandy beaches, renowned schools, outstanding parks, and quality recreation facilities, Winnetka boasts numerous shops, restaurants, and specialty merchants in the Village's four distinct shopping districts (Hubbard Woods, East Elm, West Elm, and Indian Hill). Shops here are frequent destinations for local residents, but also attract customers from throughout the North Shore.

WINNETKA AT-A-GLANCE

Population: **12,745**

Land Area: **3.8** square miles

County: **Cook**

Median Home Value: **\$1,206,300**

Median Household Income (in 2022 dollars): **\$250,000**

Households: **4,268**

Bachelor's degree or higher, persons age 25+: **87.3%**

Public Transportation: Metra train, CTA rapid transit, and PACE Suburban Bus



THE ORGANIZATION

Winnetka is a full-service municipality with police, fire, water, sanitary sewer, storm sewer, refuse, and electric utilities. The Village operates under a Council/Manager form of government adopted in 1915. The Village President and Board of Trustees (six Trustees) are elected for two-year terms and are limited to two terms. The Board appoints a professional Village Manager, who supervises the 161.25 municipal employees, and oversees services supported by the [FY2025 budget](#) of \$94 million, including \$23 million for capital projects.

The current Village Manager was appointed in 2010 and leads the Village's Executive Team, which also includes the Assistant Village Manager, Community Development Director, Fire Chief, Engineering Director, Finance Director, Police Chief, Public Works Director, and Water & Electric Director.

The Village's core financial policy is to maintain the long-standing tradition of fiscal discipline and stewardship, while delivering high levels of municipal services. Historically the Village's infrastructure investment has been on a pay-as-you-go basis. These guiding principles ensure that the Village delivers a high level of services and minimizes increases in operating expenses. The Village's fiscal prudence has earned it a 'Aaa' bond rating, reduced the Village's portion of total property tax bills, ensured a steady and predictable revenue stream, and resulted in minimal debt.



THE DEPARTMENT

The Village of Winnetka Community Development Department has seven (7) full-time employees, one part-time employee and contracts for building inspections, sanitation, and plan review services. The department has significant responsibilities for advisory boards and commissions, including the Design Review Board, Historic Preservation Commission, Plan Commission, and Zoning Board of Appeals. The Director is the liaison to the Zoning Board of Appeals and attends other board/commission meetings as needed. In addition, though economic development is a function of the Village Manager's Office, there is considerable interaction with the Community Development Department and the Village's Economic Development Coordinator. The Director and department staff also work closely with the Engineering Department.

The Village updated its comprehensive plan in 2023, the [Winnetka Futures 2040 Comprehensive Plan](#). The plan is a culmination of the community's work, which started in the Fall of 2019, just before the onset of the pandemic. The work on the plan included a series of focus groups, stakeholder meetings, meetings with Village boards and commissions, open houses and Jefferson Dinners. Through all this community outreach and public meetings, a Plan was prepared that represents community members' vision for the Village's future.

In 2018, the Village Council adopted the Downtown Streetscape and Signage Master Plan. To date the Village has completed 5 phases of this plan, and a major development project (One Winnetka) is in process with construction to begin in early 2025, in addition to other infill development projects and a joint streetscape corridor configuration plan with a neighboring community.

The Village's Downtown Master Plan (DMP) evaluated prior conditions in the downtown and proposed future plans for the Village's four business districts: East Elm Street, West Elm Street, Hubbard Woods, and Indian Hill. This process also included extensive business community, resident, and other stakeholder involvement and offered recommendations for land use, zoning, parking, and urban design. The goal of the DMP is to enhance how the business districts reflect the overall quality of life in Winnetka and to ensure the long-term vitality of the businesses in the community.

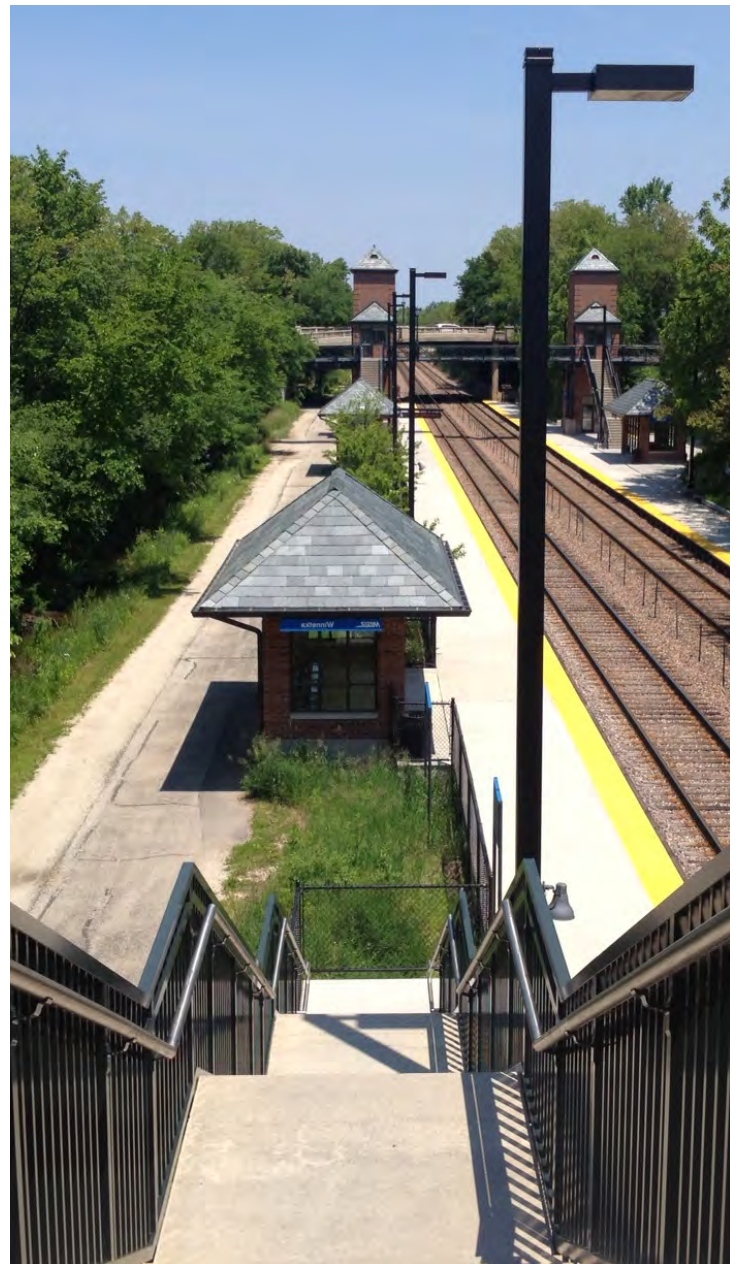
THE POSITION

The Village is seeking a collaborative Director with strong public process facilitation skills to lead the Community Development Department . The existing Director of Community Development is retiring after 7 years as Director. The Assistant Director has served in the role for 2 years and has 23 years of service with the Village. There are no internal candidates. The Director is appointed by and reports to the Village Manager and manages seven (7) full-time employees, (one) 1 part-time employee, and contracts for building inspections, sanitation, and plan review services, along with the Department's \$1.5 million FY25 budget.

The Director is an integral part of the Village's executive management team, with responsibilities including oversight of critical functions, such as planning, zoning, building code review and interpretation, code enforcement, building construction inspection (structural, plumbing, HVAC, and electrical), food service compliance, plan review, and permitting. The Director is the Village's chief building official, zoning administrator, and spokesperson to provide primary land use guidance to advisory boards and the Village Council.

Essential job functions of the position include:

- Direct, supervise, and coordinate the day-to-day activities of the Department, including contracted personnel, and confer with other Village staff to assure timely and accurate completion of planning, zoning, building permit, food service compliance, and code enforcement activities.
- Establish short-term and long-term strategic planning goals and objectives related to the Village's planning, building, and zoning needs in coordination with other Village Departments and Village Council; develop performance metrics; and create reports to monitor strategic priorities.
- Advise, explain, and interpret Village codes and ordinances related to building, planning, zoning, zoning variances, site plan review, redevelopment, land use (residential, commercial, recreational, institutional, and transportation), demolition, subdivision/consolidation, landmark preservation, design review, signage, and the building permit and construction process; make recommendations to Department personnel and other Village Department leaders, including Village Council, developers, realtors, property owners, architects, designers, engineers, attorneys, and building signage contractors.



THE POSITION (continued)

- Review development proposals for completeness, accuracy, and compliance with Village Code including zoning, subdivision, signage, and design review provisions as well as for conformity with the Comprehensive Plan.
- Coordinate the various Village permitting processes with other Village departments, including but not limited to Water & Electric, Fire, and Engineering & Forestry, and Public Works.
- Initiate, supervise, coordinate, and conduct surveys and special projects including parking, traffic, land use, market, and demographics; analyze the resulting data, formulate and oversee policy recommendations pertaining to the Village Code, ordinances, and the Comprehensive Plan. Monitor implementation of adopted policies, goals, and objectives.
- Implement the Village's Downtown Master Plan in collaboration with the Village Manager's Office; monitor progress on prioritized action items; propose future projects; develop program budgets; and communicate status of each business district.
- Implement the Village's recently adopted Comprehensive Plan in collaboration with other Village departments, monitor progress on prioritized action items; propose future projects; develop program budgets; and communicate status of implementation.
- Assist with the design and implementation of streetscape initiatives and other public improvement projects in coordination with other Village departments and other governmental agencies including school districts, park district, and other municipalities.
- Develop the annual budget for the Department; monitor the Village permit fee schedule; track expenditures and requests throughout the year.
- Oversee field inspections and conduct periodic inspections in response to specific complaints to assure compliance with Village codes, ordinances, and permit conditions.

CHALLENGES AND OPPORTUNITIES

The new Director will lead a talented team in the Community Development Department in addressing the following challenges and opportunities:

- Leadership of Department staff to encourage retention and development of staff and attract talented newcomers when needed.
- Assist the Village Council with the implementation of the Downtown Master Plan, primarily Hubbard Woods, and consideration of reuse options for Village-owned property with a focus on the Post Office site.
- Implementation of the Comprehensive Plan, working with consultants to begin updating the Village's development regulations and processes (e.g., zoning ordinance, sign regulations, etc.).
- Facilitate the redevelopment of privately-owned parcels in and near the Village's four commercial business districts, continuing to assist the developer of the One Winnetka site through any necessary Village zoning entitlement and building permit review and construction processes and assisting other property owners and developers with redevelopment possibilities.
- Serve as Village liaison with Metra and Union Pacific regarding improvements at Hubbard Woods station. Identify opportunities and methods to ensure downtown Winnetka remains a premier dining, entertainment and retail destination on the North Shore.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree in planning, architecture, or a related field.
- American Institute of Certified Planners (AICP) certification and/or master's degree desired.
- Demonstrated experience (minimum 10 years) in municipal planning and development, including at least 5 years of supervisory responsibility.
- Knowledge of rules, regulations and effective implementation strategies for community and economic development programs and incentives, understanding of Illinois land use regulations, and developer agreements.





IDEAL CANDIDATE

The Village is seeking a highly collaborative executive with a proven track record in excellent customer service, process improvement, planning and zoning administration, strategic thinking, planned development, economic development, and the ability to work closely with elected and appointed officials and department heads on the Village's short and long-term planning needs.

The successful candidate will also have:

- A desire to pursue community development best practices and innovative strategies and techniques, particularly with experience in communities that have both thriving commercial areas and valued historic preservation requirements.
- Strong communication skills and demonstrated history as a pragmatic problem solver who will help identify solutions and manage processes to facilitate effective community development policies and programs.
- The ability to engage the Village Manager and Village committees when recommending and debating issues to ensure the best options are considered and discussed.
- A demonstrated record of success in leadership of senior and junior department employees, encouraging the staff in creative problem solving and innovation, and fostering a thriving culture of teamwork within the Department.
- Familiarity with technology, applications and software commonly used in Department operations and processes and in other Village Departments. Knowledge of Tyler New World or other Tyler enterprise/ financial systems is a plus.
- Experience in supervising a building and code enforcement division, understanding the need to balance consistency with common sense in code application.
- Experience in historic preservation and adaptive reuse of commercial or residential buildings.

COMPENSATION AND BENEFITS

The expected salary is \$190,000 +/- DOQ. After one year, the position is eligible to receive a \$3,500 contribution to a 457 Plan annually and a merit bonus up to \$15,000 per year. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF) pension system, health insurance including medical, dental, and vision coverage (also available to dependents), paid parental leave, flexible work schedule, life insurance, and generous paid leave time. The Village does not have a residency requirement. Attendance at evening meetings is required.

HOW TO APPLY

Apply online at once at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by January 17, 2024 for best consideration. Open until filled. Questions may be directed in confidence to Maureen Barry, Senior Consultant, MGT, at 847-380-3240, x116.

The Village of Winnetka is an Equal Opportunity Employer.



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