



# Assistant Village Manager of Economic Vitality



## Diversity, Equity and Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multi-cultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, age, military or veteran status or any other characteristics.

The Village of Oak Park, Illinois (Pop. 54,583) is seeking an experienced, dynamic, and collaborative economic development leadership professional for the position of Assistant Village Manager of Economic Vitality. This role will serve as the inaugural head of the newly created Office of Economic Vitality within the Village Manager Department, responsible for leading and coordinating organizational implementation of the Village's strategic vision for sustaining and advancing the economic vitality of Oak Park. While over-seeing the operations of the Economic Vitality Office (EVO), the incumbent:

- Represents the Village Manager as the Organizational Goal leader for Economic Vitality contributing subject-matter expertise, leadership, and advice on the delivery of innovative economic development practices to achieve Organizational priorities;
- Performs a variety of economic development responsibilities to assist with retaining and growing local businesses and attracting new investments, consistent with the Village's vision, goals, and priorities for business, workforce, and real-estate development;
- Facilitates organizational and external engagement to maintain current and, form new alliances for effective coordination and delivery of economic vitality programs and services across the Village enterprise and in partnership with the community;
- Identifies opportunities to accelerate economic growth in the most cost-effective, equitable, and sustainable manner while striving to maximize positive community impact;
- Defines and monitors metrics to assess and communicate with transparency on the performance of the local economy and the Village's Economic Vitality Strategic Plan;
- And, facilitates civic participation and education on policies, initiatives, events, activities and various relevant matters impacting the vitality of the local economy.

# Essential Duties and Responsibilities

## Provide organizational leadership to:

1. Implement the Village's economic vitality strategic plan, goals, priorities, initiatives, and projects in collaboration with Village departments; community, governmental, institutional, and private partners; and, various stakeholders, specifically including but not limited to real-estate developers and brokers, property owners, business owners, investors, and entrepreneurs;
2. Develop and deliver a comprehensive portfolio of economic development policies, programs, initiatives, projects and service activities to support sustainable, equitable, and fiscally responsible growth of the village's tax base, consistent with the Village's Economic Vitality Strategic Plan;

3. Implement business and real estate development policies, programs, practices, and activities including but not limited to:

- conceptualizing, initiating, and coordinating business and/or real estate development projects with varying levels of complexity and scale;
- development-incentive policy administration;
- negotiating and monitoring implementation of development agreements;
- economic/market/business research and data/analytic insights;
- strategic promotion of Village investment opportunities;
- relationship-building and developing community partnerships;
- local, regional, and statewide collaboration on economic development;
- intergovernmental and public-private partnerships;
- facilitating strategic investments in economic development focus areas (commercial corridors, business districts, key development sites, etc.);
- administration of real estate acquisition and disposition policies;
- communication with existing and prospective property owners, tenants, and business owners to anticipate, assess, and resolve issues related to business occupancy in Oak Park and attracting new investment;
- small business and entrepreneurship assistance;
- women, minority, and disadvantaged business assistance;
- business and developer resource navigation and technical assistance;
- targeted business attraction and recruitment;
- promoting and supporting arts, culture, filming, and special events;
- strategic partnerships with medical anchors and educational institutions;
- performing other areas of the Village's comprehensive Economic Vitality Program assigned by the Village Manager;





## Supervision Received and Exercised

Receives general administrative direction from the Village Manager. Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

4. Comprehensive promotional marketing for the Village in collaboration with the Village's Office of Communications and Engagement, other Village departments, and related community partners to continuously and strategically promote and maintain a positive image of the Village;
5. Coordinate community engagement and educational forums on matters concerning EVO policy, programs, projects, services, emergent issues, and the status of economic vitality of the village;
6. Oversee the performance of the Village's Economic Vitality Team (consisting of department leaders from the Village Manager, Development Services, Neighborhood Services, Public Works, Finance, and Law departments) and its collaborative workplan activities;
7. Maintain and build relationships with the business and development communities of Oak Park and cultivate relationships with these communities outside of Oak Park in alignment with the Village's strategic economic vitality interests;
8. Coordinate the activities of assigned boards, commissions, and committees of the Village;
9. Facilitate intergovernmental relations and represent the Village on external boards as directed for the advancement of economic vitality goals and priorities;
10. Oversee and support effectiveness and implementation of the Economic Vitality Village Goal and related projects and initiatives;
11. Maintain effective organizational and public communication on EVO programs, services, data, and other related content, ensuring quality and timely production and updating of content with all media channels;
12. Select, train, motivate and evaluate EVO personnel;
13. Develop and administration of the EVO budget;
14. Prepare and conduct oral presentations representing the Village's interests with Village Board members and staff, community leaders and groups, professional conferences and workshops, and various other forums as needed, and,
15. Perform related duties and responsibilities as needed.

# Qualifications

## Knowledge of:

- Advanced principles and practices of community and economic development.
- Operations, services and activities of a comprehensive economic development program.
- Principles and practices of real estate and business development.
- Local, state and federal development incentive programs and practices.
- Principles and practices of inclusive economic development polices, programs, and practices that support small, women, minority, and disadvantage business enterprises.
- Principles and practices of promotional marketing.
- Methods, programs, procedures and techniques for promoting and assisting local or small businesses, property owners, investors and real estate developers.
- Federal, State and local policies, procedures, laws and regulations related to local or small businesses and real estate investment and development.
- Business attraction, retention, and expansion programs.
- Methods for conducting analyses of business market and financial data using business and financial software and business analytical tools.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of effective project management.
- Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluation.





## Experience and Training Guidelines

- **Experience:** Eight years of progressively responsible management experience in community and economic development related to the job requirements; AND
- **Training:** Bachelor's degree from an accredited college or university with major coursework in urban planning, public policy/administration, business administration or related discipline. A Master's degree is desirable.
- **License or Certificate:** Possession of, or ability to obtain an IEDC certification is desirable.

## Ability to

- Plan, organize, direct and coordinate the work of subordinate staff.
  - Principles and practices of planning and zoning.
  - Select, supervise, train and evaluate a diverse workforce.
  - Delegate authority and responsibility.
  - Lead and direct the operations, services and activities of the EVO as a part of a dynamic, sophisticated organization in an urbanized environment and doing so diplomatically, effectively managing stressful situations, and projecting a demeanor of calm leadership.
- Effectively demonstrate and set the clear expectation of providing excellent service to all constituents.
  - Identify and respond to community and Village Board issues, concerns and needs.
  - Develop and administer departmental goals, objectives, and procedures.
  - Oversee the research, analysis and evaluation of new methods, programs, procedures and techniques for promoting and assisting local businesses.
  - Interpret and apply Federal, State and local policies, procedures, laws and regulations;
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work including Village and other government officials, the business and development community, neighborhood community groups, and the general public.
  - Prepare clear and concise administrative and financial reports.
  - Prepare and administer large and complex budgets.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Research, analyze, and evaluate new service delivery methods and techniques.

## How to Apply

This announcement will remain posted until filled.

Interested candidates should email a cover letter, resume and contact information for five professional references to [jobs@oak-park.us](mailto:jobs@oak-park.us). Candidates may contact Assistant Human Resources Director, Diana Bobadilla at [dbobadilla@oak-park.us](mailto:dbobadilla@oak-park.us) with questions.

## About Oak Park

Located just nine miles west of downtown Chicago, the Village of Oak Park offers a distinctive urban/suburban lifestyle in a thriving, multi-cultural community. Well-known for progressive values, tree-lined streets and bustling business districts, Oak Park serves as an ideal place to live, work and play. As a longstanding community of choice, the Village benefits from convenient access to local and regional transit, high quality public schools, and arts and cultural attractions including Frank Lloyd Wright's home and studio and his acclaimed Unity Temple, which was recently designated as a UNESCO World Heritage Site.

The people who live, work and play in Oak Park have a strong sense of community. Intentionally and proudly diverse in race, religion, ethnicity, age, income level and lifestyle, Oak Park is committed to diversity, equity and inclusion principles that welcome, respect and encourage the contributions of all of its community members. With a tradition of community and civic involvement, and accessible and supportive local government, the Village invites active participation in decisions that affect community members lives, families and way of life.

Bounded on the east and north by the City of Chicago, on the west by River Forest and Forest Park and on the south by Cicero and Berwyn, Oak Parkers know that all of our lives are interconnected and collaboration and cooperation are necessary to solve some of our community's most pressing challenges.



## Compensation and Benefits

The Village of Oak Park offers a highly competitive benefits package that includes Illinois Municipal Retirement Fund (IMRF) participation, health and life insurance, vacation, sick leave and other benefits including flexible working arrangements. The annual salary range for the Assistant Village Manager of Economic Vitality is \$134,310-\$194,750 +/- DOQ.

Residency within Oak Park is strongly desired. The Village will provide assistance to candidates who relocate to Oak Park within nine (9) months of selection.

