



Job Description

Job Title: Community Development Administrator

Department: Administration - Community and Economic Development

Req. Knowledge, Training and Experience:

- Bachelor's Degree in urban planning, public administration, or a closely related field. Master's degree preferred.
- At least five (5) years of professional work experience in a municipal setting involving at least three (3) years of experience in a supervisory capacity in community development, redevelopment and revitalization, economic development, planning, zoning, and municipal projects.
- Knowledge and understanding of the principles, practices, and techniques of urban planning, economic development, and land use regulation

Type of Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

- Exempt
- Nonexempt

General Description:

Under supervision of the Village Administrator, the Community Development Administrator is tasked with overseeing all zoning, planning, and community and economic activities for the Village. The position directly supervises the Assistant Village Planner. The Department works closely with other Village departments, developers, property owners, builders, investors, and public agencies to achieve its objectives and the common vision for the Village of Morton Grove.

Responsibilities:

- Assume full responsibility for all Community and Economic Development services and activities, including zoning administration, land development support, economic development initiatives, business advocacy and promotion, community development programs, and long-range planning.
- Establish and maintain collaborative relationships with Village staff, developers, contractors, architects, engineers, business owners, residents, and community organizations.
- Review and respond to development proposals with a thorough understanding and application of the Village's land use regulations, goals, and vision.
- Oversee the Assistant Village Planner and ensure compliance with the Village's unified development ordinance through interpretation, administration, and enforcement.
- Research and report on issues relating to community and economic development to help shape Village regulations, policies, and procedures.

- Develop amendments to the unified development ordinance and municipal code to achieve the policy direction of the Village Board.
- Prepare and contribute to special studies or reports requested by the Village Administrator or Village Board.
- Serve as liaison to the Appearance Commission, Plan Commission, Zoning Board of Appeals, and Economic Development Commission and prepare all Commission agendas, case materials, and staff reports.
- Prepare draft ordinances authorizing special use permits, subdivisions, planned unit developments, and amendments.
- Attend and participate in public meetings held by Village Boards and Commissions (regular evening meeting attendance required).
- Explain Village planning policies, procedures, rules, and regulations to a variety of audiences.
- Monitor, evaluate, and improve the efficiency and effectiveness of service delivery methods and procedures.
- Perform related duties as assigned by the Village Administrator.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

- Considerable knowledge of the laws, codes, principles, practices, methods, and techniques as applied and pertaining to land development, economic development, and planning.
- Knowledge of federal, state, and county economic development programs.
- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to sensitive inquiries or complaints.
- Excellent verbal communication and customer service skills.
- Clear and professional writing skills, and the ability to write documents and create presentations to convey complex information in a format that can be easily understood by a wide range of audiences.
- Ability to make effective and credible presentations.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations.
- Ability to perform difficult technical research, make comprehensive recommendations and reports, and plan and supervise development projects.
- Ability to make accurate mathematic calculations and provide technical plan reviews without error.
- Ability to exercise initiative and independent judgement.
- Experience with the Adobe Creative Suite and ArcGIS preferred.

Supervisory Responsibilities: This position does require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Is self-reliant and able to complete projects with minimal supervision.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of and ability to use with skill Microsoft Office Products. Experience with the Adobe Creative Suite desired. Use personal computers, smart phone, fax machines, copiers, calculator and other equipment as technology demands. Ability to develop functional skills related to utilizing software specific to departments/tasks in which responsibilities lie.

Other Qualifications: Valid Illinois driver's license.

Travel: Local travel may be required of the position.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit for long periods of time; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must lift and/or move up to 25 lbs.

Work Environment:

The noise level in the work environment is usually moderate.