



Incredibly Close ✿ Amazingly Open

DIRECTOR OF COMMUNITY DEVELOPMENT AND ECONOMIC DEVELOPMENT VILLAGE OF MORTON GROVE, ILLINOIS

The Village of Morton Grove is seeking a qualified and motivated individual to serve in the newly created role of **Director of Community Development and Economic Development**. This position serves under the direction of the Village Administrator and is appointed by the Village President with the concurrence of the Board of Trustees. The position is responsible for advancing the economic development projects of the community while overseeing the planning, zoning, building permits, and inspections for the Village.

THE VILLAGE OF MORTON GROVE

The Village of Morton Grove (5.1 square miles) is a diverse suburban community (pop. 25,297) that offers hometown charm and has been featured as one of the best places to live in Illinois. The Village is close to downtown Chicago, O'Hare Airport, Interstates 94 and 294 and is serviced by Metra trains and Pace buses. The Village has outstanding restaurants and shops and a balance of residential, retail, and commercial properties that provide diverse offerings to its residents. Almost 20% of the Village encompasses the Cook County Forest Preserve allowing residents to take advantage of many biking and hiking trails, golf courses, and parks. Morton Grove is described as an "Incredibly Close. Amazingly Open" community of neighbors that enjoys living in Morton Grove and care about each other.

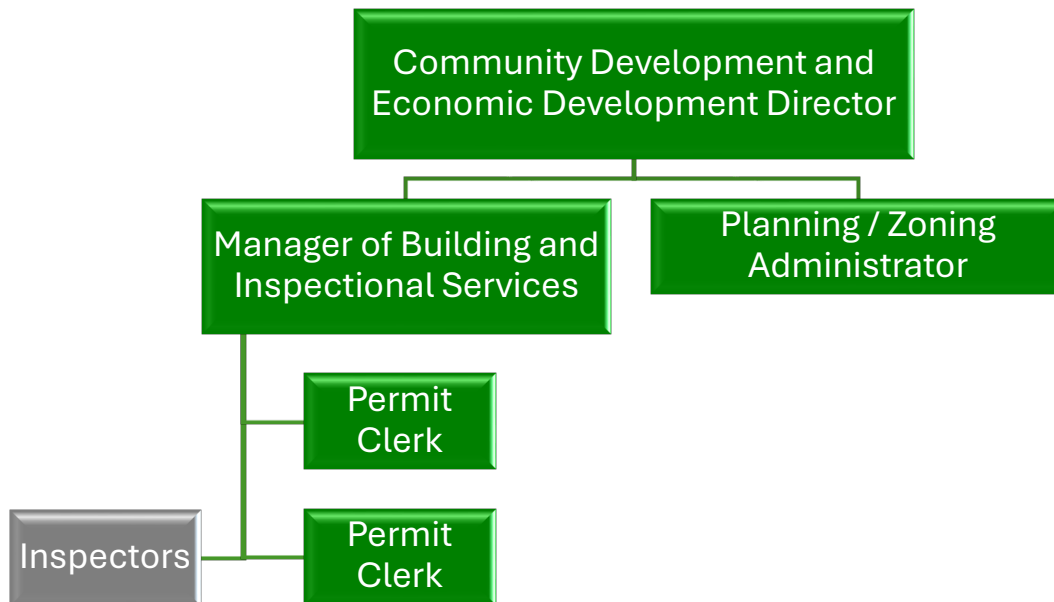


COMMUNITY DEVELOPMENT DEPARTMENT

The Village of Morton Grove is seeking an individual to serve in the newly created role of Director of Community Development and Economic Development to oversee the current functions of the Community Development and Building and Inspection Divisions. The Community Development Department includes five full-time staff members and contractual staff for health and building inspections. The Department serves as the liaison for several Commissions including the Economic Development Commission, Plan Commission / Zoning Board of Appeals, and Appearance Commission.



ORGANIZATIONAL CHART



* Inspectors are provided contractually to the Village.

POSITION IN BRIEF

To address operational needs, the Village is creating the position of Director of Community Development and Economic Development to oversee current divisions of Community Development and Building and Inspection Services. The position directs, supervises, and coordinates the administration of Planning, Permitting, and Inspection Services. The position also serves as a Department Director is expected to coordinate with their fellow Department Directors to coordinate resources and projects efficiently and effectively. The position is responsible for drafting and administering the Budgets for the Department and the Village's TIF Districts.

The responsibilities of the position include:

- Provides technical support and/or guidance for development plans and projects, initiates and directs the conduct of special studies and projects in such areas as annexation, zoning, geographic and demographic base file development and analysis, market research, open space, expansion strategy, building, and inspections, etc.
- Confers with public agencies, private organizations and individuals regarding projects and Village planning requirements; speaks before and develops planning interests of civic and citizen associations and interest groups.
- Acts as liaison to the Planning Commission/Zoning Board of Appeals, Appearance Commission, and the Economic Development Commission (EDC) and prepare associated materials in support of these public bodies.
- Oversees all building construction activities to ensure that building permits and occupancy permits are issued in accordance with the Village Code.
- Monitor and identify trends in the marketplace, to target general groups or types of businesses, or industries, which may be considering relocating in this area. Solicit individual businesses or industries to determine their interest in suitable sites within the community. Assist interested companies from initial contact for site selection purposes through project completion.
- Develop and maintain a suitable inventory of available commercial and industrial sites and space within existing structures which will be shared on a regular basis with the commercial real estate and developer community; establish ties with existing commercial/office/industrial property owners and leasing agents to provide them with assistance and marketing support.
- Administer existing and new Tax Increment Financing (TIF) Districts when created to insure compliance with all statutory requirements and to maximize the potential success of the district's mission.

- Create and develop brochures, flyers, web pages and/or related marketing and promotional materials which will help in promoting real estate and/or development within the Village in support of economic development.
- Coordinates all project reviews and short- and long-range planning with Village departments and other local, State and Federal agencies. Supervises various work project groups and collects the planning input of the various Village departments.
- Advises the Village Administrator and Board of Trustees on enforcement of building, life safety, environmental, and health codes.
- Oversees all staff within Community Development and the Building and Inspections Departments to ensure routine and special assignments of the Village are completed.
- Review and make recommendations regarding the use of other available statutory economic development tools such as the establishment of special taxing districts and business development districts under circumstances appropriate for the use of those redevelopment tools.

CHALLENGES AND OPPORTUNITIES

- The Village routinely issues 1,600 building permits annually. The process is largely completed in person, however the Village's software, BS&A allows for the submittal and review of permits electronically. The Director is expected to coordinate the process to enhance customer service for stakeholders by moving the permitting process fully online, while still maintaining in-person permitting.
- The Village is in the process of relocating the current Village Hall and Police Department from its home for the last 45 years to a commercial building currently utilized as a bank on Dempster Street. The Village will begin the entitlement process for the new Village Hall and Police Department later this year and this role will play a critical role in reviewing these plans and supporting the Plan Commission / Zoning Board of Appeals and Village Board as they review this project.



- The Village prides itself on being business-friendly and environment where developers, restaurants and business can find a home. This role will proactively create a plan to attract new businesses to the community and retain the restaurants and companies that have made Morton Grove the community it is today.
- For the last year the Village has been working on the Dempster Street Corridor Plan in concert with Teska Associates and the Regional Transit Authority. This project has included significant community input and intends to create a plan that re-envision the entire Dempster Corridor through the Village from the Village of Skokie to the Village of Niles. This position will help implement this plan and its recommendations.
- The Village's Comprehensive Plan has been in place for over 25 years. During that time there has been significant development throughout the Village due to visioning of elected officials to create new opportunities within the community. This position will be responsible for updating the Comprehensive Plan to meet the needs of the Village's residents and stakeholders.
- The Village has two active TIF Districts with the Lincoln-Lehigh TIF and Sawmill Station. A third TIF, the Dempster Street TIF, is currently going through the public consideration process. This position will be responsible for guiding the economic development opportunities of these TIFs but seeking out potential development and managing existing projects.

EDUCATION AND EXPERIENCE REQUIREMENTS

Completion of a Masters Degree in City and Regional Planning, Architecture, Urban Affairs, Community Development, Public Administration, Engineering, Economics, Marketing, or a related discipline; and six years of experience in planning, building, and economic development in the public sector, at least three of which shall have been in an administrative, supervisory or managerial capacity; or any equivalent combination of experience and training; qualified to obtain certification from American Institute of Certified Planners, or an equivalent professional certification.

COMPENSATION AND BENEFITS

The Village of Morton Grove offers a competitive benefits package that includes a pension through IMRF, health, and dental insurance. The anticipated salary range for the position \$150,000 to \$170,000 depending on qualifications.

HOW TO APPLY

Interested applicants should submit a resume and cover letter by 5:00 pm on Friday, February 27, 2026, to the attention of Chuck Meyer, Village Administrator, at cmeyer@mortongroveil.org.

The Village of Morton Grove is an Equal Opportunity Employer.

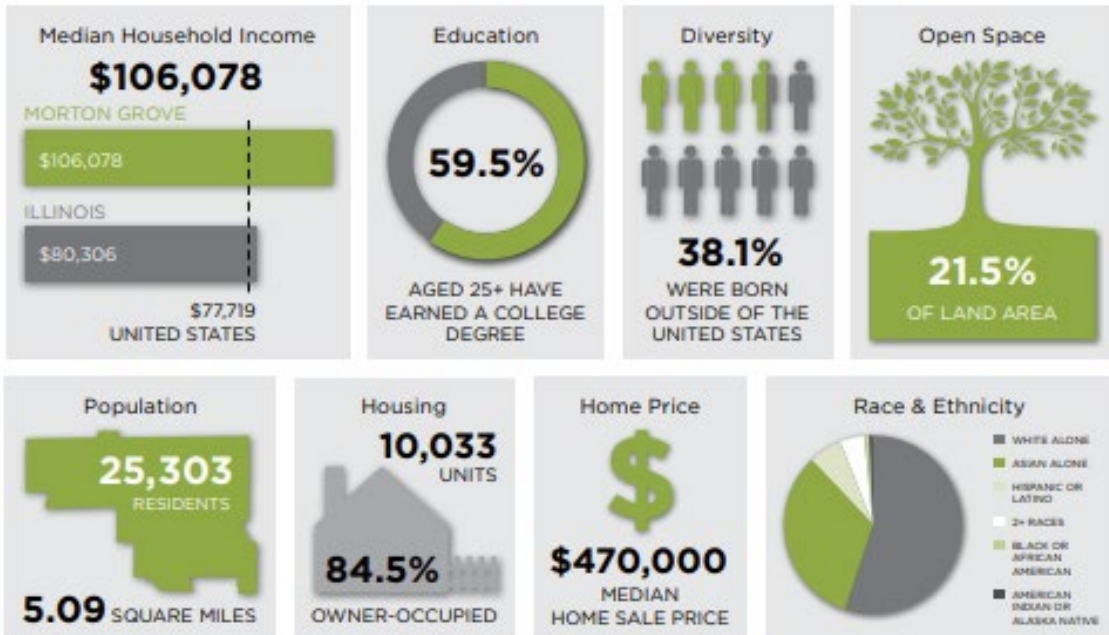
Community Overview



Incredibly Close ✨ Amazingly Open



QUICK FACTS



DOING BUSINESS

