



# WESTMONT, ILLINOIS

DIRECTOR OF COMMUNITY DEVELOPMENT



EXECUTIVE RECRUITMENT

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## DIRECTOR OF COMMUNITY DEVELOPMENT

### THE COMMUNITY

Westmont is a proud middle class and volunteer driven community that has an amazing relationship with neighboring communities, libraries, and park districts. Westmont is a contributing member of DuPage County and the Chicago metropolitan region. The Chicago Loop is only eighteen miles to the east and a very short drive of just twenty-five minutes to Chicago O'Hare International Airport. Westmont is a diverse, family-friendly village that proudly boasts that it has something for everyone and is as the Chamber of Commerce proclaims, "In the middle of it all." Westmont and the DuPage County Region are home to the DuPage Airport, Benedictine University, College of DuPage, DeVry University, and Elmhurst College.

Westmont and DuPage County provides over 50 golf courses and more than 25,000 acres of lush green spaces and award-winning park districts. The Chicago metro region is home to the world-famous Chicago Bears, Chicago Cubs, Chicago White Sox, Chicago Bulls, and the Chicago Blackhawks.



### THE POSITION IN BRIEF

The Community Development Director serves on the Village's collaborative leadership team and reports directly to the Village Manager. The position directly supervises two Deputy Directors and a Community Development Specialist and has general departmental oversight for a total of ten staff, including a contract engineer. Additionally, the position is tasked with planning, organizing, directing, coordinating and evaluating all Community Development functions to achieve Village growth and goals in line with objectives and general guidelines established by the Village Board.





## CHALLENGES & OPPORTUNITIES

- The Community Development Director will be expected to evaluate departmental staffing and the use of contract personnel to make sure it serves the best practices of the Village.
- Economic Development is vital to the welfare of the Village. The Director will assist in implementing a Village-wide strategic plan focusing on continued growth and long-term financial stability.
- An essential part of the Village's long-term Economic Development review will include revisions to the Zoning Code and Comprehensive Plan. The Director will take the lead role in the revision process by working through the appropriate Planning/Zoning Commissions before final approval with the Village Board.
- The Downtown Development Grant Program must be reviewed and revised. The Director will work with Village partners to ensure the grant program is a viable mechanism which will be used to assist financial renewal and rehabilitation to the downtown.

## VILLAGE GOVERNMENT

Westmont is governed by a seven-member Board of Trustees including the Mayor and six Trustees elected on at-large basis for overlapping terms. The Westmont team provides organizational stability through its committed Mayor, Board of Trustees, and the village's leadership team. The Village's Strategic Plan is aimed at shaping a vibrant community and future through connection, service, and leadership. Westmont provides a great working environment where the philosophy of the village human resources team is to hire team members to retire from the village. Longevity is a common theme within all departments. The five "Vision Categories" identified in the strategic plan are: Governance; Identity and Image; Downtown; Economic Development; Infrastructure.

## DEMOGRAPHICS

- Population 24,429
- Median Home Value \$316,801
- Median Household Income \$79,286
- Owner Occupied Housing Units 54.3%
- Land Area 5.03 square miles
- Bachelor's Degree or Higher 28.5%
- EASI Quality of Life Index: 74/100 (100=U.S. Average)

Source: EASI Demographics





## EXPECTATIONS AND KEY JOB RESPONSIBILITIES

- Oversees building code, property maintenance and code enforcement activities by field personnel (i.e. permit issuance, plan review, issuance of citations for code violations, court action, Multi-Family Housing Program, etc.). Oversees planning and zoning functions regarding annexations, subdivisions, zoning regulations and variation requests dealing with developers, large and small.
  - Manages and participates in the development and administration of the Community Development Department budget, including the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements budgetary adjustments as needed.
  - Coordinates the evaluation, updating and enforcement of adopted Village codes and ordinances; investigates complaints received and administers enforcement of Village's development codes, including but not limited to, housing, zoning, building, plumbing, electrical, mechanical, fire safety and prevention, property maintenance, subdivision, stormwater management, floodplain, engineering, signs and related laws and ordinances. Prepares research reports and other policy documents to serve as a basis for action by the Village Board.
  - Resolves complex and sensitive customer service issues either personally or in writing. Mediates discussion between staff and customers. Makes necessary interpretations of the Zoning Ordinance and Subdivision Regulations.
  - Represents the department at various board and committee meetings; interacts with a variety of individuals, departments and groups, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.
  - Represents the Village on various boards and organizations on the local, regional and state levels; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development.
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- Participates with the Economic Development Partnership.
  - Acts as the Village's Building Official, in the absence of the Building Commissioner, for the purpose of administering the requirements of the adopted regulatory codes and ordinances pertaining to building construction, electrical and plumbing installations, heating, ventilating, air conditioning, and other fire and safety hazards. Acts as the Village's Code Official for the purpose of administering the requirements of the adopted property maintenance code. Makes recommendations for amendments to the Zoning code and the Building Construction and Maintenance Codes.
  - Reviews all ordinances related to community development and testifies before various commissions and Village Board interpreting all applicable codes and regulations.
  - Reviews and updates the Village's Comprehensive Plan in conjunction with the Village's Strategic Plan.
  - Maintains, monitors, and projects future status of Tax Increment Financing (TIF) districts. Provide recommendations on funding levels, project determination and compliance with state statutes.
  - Communicates and interprets administrative planning and development policies, instructions and procedures; recommends Village's long-range planning objectives.
  - Performs other duties as required or assigned.



## CANDIDATE QUALIFICATION CRITERIA

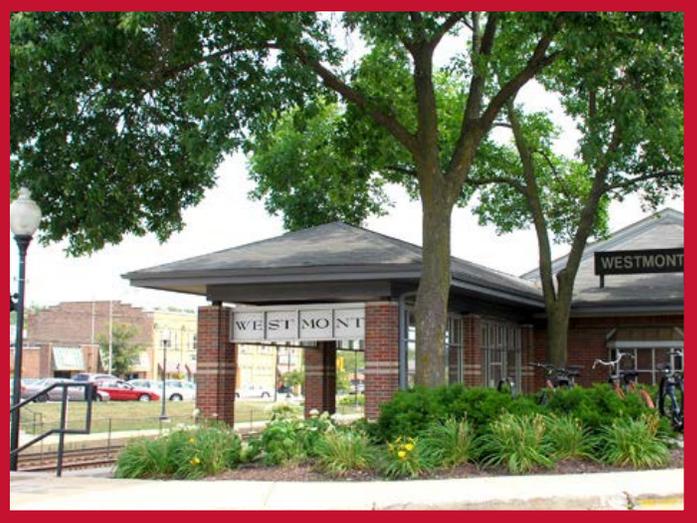
The following education, experience, leadership and management criteria have been identified by the Village of Westmont as important skills and abilities for the successful candidate to possess.

### CANDIDATE MUST HAVES

- Candidates must possess a bachelor's degree from an accredited college or university in Urban Planning, Engineering, Public Administration or a closely related field.
- A Master's Degree in Urban Planning or related field or certification in at least one of the following: American Institute of Certified Planners (AICP), Community Development, or Certified Building Official (CBO) is preferred.
- Candidates must have at least 5 years progressively responsible related experience.
- Candidates must have at least 3 years of supervisory experience.
- Candidates must have demonstrated experience with budget preparation and administration and with progressively responsible administrative work.
- Candidates must be familiar with Microsoft Office Suite or Google Apps and Geographic Information Systems (GIS).
- A working knowledge and familiarity with TIF District administration preferred.
- Candidates must be familiar of the operational aspects of municipal government.
- Candidates must possess a valid State of Illinois driver's license.

### THE IDEAL CANDIDATE WILL BE

- A collaborative leader with a communicative, team-oriented management style who is capable of mentoring and coaching staff.
- An effective communicator able to relate highly technical and complex information to a wide variety of audiences.
- An innovator and strategic leader, able to anticipate challenges, consider new approaches and to develop strategies to keep Westmont at the forefront of progressive development practices.
- An individual able to build and maintain strong partnership and relationships with a wide variety of diverse stakeholders.
- A strong project manager who can ensure that major development projects are delivered on time and adhere to Village guidelines.
- An individual familiar with municipal planning and economic development principles and practices, international building codes and code enforcement.
- A strong leader who can establish expectations and hold individuals accountable to meet those expectations.
- An individual who will prepare agenda items, makes presentations, and explain recommendations to the Village Board.
- An individual that is personally committed to customer service and able to instill that value throughout the department.



## COMPENSATION & BENEFITS

The anticipated starting salary range for this full-time, exempt position is between \$102,668.80-\$148,907.20 based upon education and previous experience. The current range maximum is \$148,907.20, although the Village is actively engaged in a compensation study. Residency is required in DuPage County or any county that is contiguous to DuPage County by the end of the 12-month Qualification Period. The Village offers an extremely competitive salary and comprehensive benefits package that includes medical, dental, and vision coverage (also available to dependents), life insurance, health and wellness program and vacation leave upon hire. The Village also offers 10 paid holidays as well as floating holidays, sick leave, professional development, education reimbursement, professional memberships and participation in the Illinois Municipal Retirement System (IMRF).

## HOW TO APPLY

Interested candidates should apply immediately online with a resume, cover letter and contact information for five professional references by April 24, 2023. with resume, cover letter and contact information for five (5) work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Riccardo Ginex, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. Westmont is an Equal Opportunity Employer.

*The Village of Westmont is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.*