



# GLEN ELLYN, ILLINOIS **COMMUNITY DEVELOPMENT DIRECTOR**

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# GLEN ELLYN, IL COMMUNITY DEVELOPMENT DIRECTOR



GovHR USA, LLC is pleased to announce the recruitment and selection process for Community Development Director for the Village of Glen Ellyn, Illinois. This brochure provides background information on the Village of Glen Ellyn as well as the requirements for the Community Development Director's position. Additional information about Glen Ellyn can be found on the Village's website: [www.glenellyn.org](http://www.glenellyn.org).

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by April 22, 2024, at [www.GovHRUSA.com](http://www.GovHRUSA.com). Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Glen Ellyn:

GovHR USA  
Maureen Barry, Senior Vice President  
Phone: 847-380-3240, x116

## COMMUNITY

Glen Ellyn, Illinois (pop. 28,846) is primarily a residential community with strong commercial districts supported by a progressive, responsive local government. This home rule Village is located 23 miles west of Chicago and is one of the area's premier suburbs. Glen Ellyn residents enjoy access to local amenities, great employment opportunities, niche arts and entertainment options, and a historic, vibrant downtown filled with retail shops, restaurants, and activity generators. The Roosevelt Road commercial area features several nationally recognized stores and is the major commercial corridor.

Founded in 1834, Glen Ellyn is situated around beautiful Lake Ellyn, once a renowned vacation destination. Today this scenic village is a thriving community with a mix of well-maintained homes which have a variety of architectural styles set among rolling woodland hills. Nature lovers can enjoy Glen Ellyn's 29 parks, the Willowbrook Wildlife Preserve, the Village Links Golf Course (owned and operated by the Village) and access to both the Illinois Prairie Path and Great Western Trail. The Morton Arboretum and Center Ice Arena are just outside the village limits. Known as the Village of Volunteers, Glen Ellyn has small-town charm

and a sense of civic pride. More than 30 churches and numerous volunteer groups help to make up the fabric of this community.

Glen Ellyn is centrally located in DuPage County. Its proximity to Chicago makes it an ideal place to enjoy the best of both village and suburban life. Glen Ellyn residents have convenient access to major highways, commuter rail service, interstates and two major airports. They also have easy access to excellent medical facilities, major shopping centers, entertainment venues and outstanding restaurants.

Glen Ellyn also offers excellent educational opportunities. Glenbard South and Glenbard West High Schools rank among the best in the state. Glen Ellyn is home to the College of DuPage, which is the third-largest single-campus community college in the nation and the second-largest institution of higher education in Illinois. The College has an excellent public library and several cultural and sporting events that are open to the public. Also, the Glen Ellyn Public Library, the Glen Ellyn Park District, and the YMCA offer many activities and programs. The Village boasts a strong and independent Historical Society.

# VILLAGE GOVERNANCE

The Village Board, as the governing body, consists of the Village President and six Trustees. The Village President is elected for a term of four years. The Village of Glen Ellyn operates under the Council-Manager form of Government. The Village also utilizes a variety of advisory boards, commissions, and periodically, ad hoc committees to provide expertise and assistance to the Village Board in reaching policy decisions.

The Village Manager is responsible for the Village's day-to-day operations including the supervision of 132 full-time employees and 252 part-time & seasonal workers supporting the following departments: Administration, Police, Community Development, Finance, Human Resources, Information Technology Services, and Public Works. The Village, a 'AAA' rated home rule community, also owns and operates a golf course and restaurant called Village Links/Reserve 22. The 2024 calendar year budget calls for expenditures of \$85 million inclusive of planned capital and debt expense of \$27.1 million. The General Fund is \$25.7 million. The Village works closely with the Village of Lombard and the Glenbard Wastewater Treatment Authority and the Glen Ellyn Volunteer Fire Company, which is made up of 65 volunteer firefighters. Committed to right-sizing the organization, the Village has added 25 FTEs over the last five years.



## GLEN ELLYN AT-A-GLANCE

- Population: **28,364**
- Land Area: **6.61** square miles
- County: **DuPage**
- Median Home Value: **\$516,600**
- Median Household Income (in 2022 dollars): **\$128,132**
- Average Household Size: **2.57**
- Households: **10,981**
- Public Transportation: **Metra Train and PACE Suburban Bus**

## VISION STATEMENT

Glen Ellyn is a welcoming, engaged community where people want to live thanks to our vibrant downtown, diverse cultural offerings and exciting recreational opportunities — all provided in a safe, attractive environment for residents and visitors.

## MISSION STATEMENT

Our mission is to support a high quality of life in Glen Ellyn. We do this through the equitable delivery of reliable, cost-effective services and by promoting a community of trust, respect and citizen involvement.

## VALUES:

- **RESPECT** Honor each person, treat everyone with dignity and value their individuality
- **ACCOUNTABILITY** Commit to action and accountability to achieve successful results
- **LEADERSHIP** Guide and facilitate others to make a positive difference in the community
- **PRINCIPLES OF SERVICE** Serve the needs of the community with professionalism and courtesy
- **DIVERSITY, EQUITY AND INCLUSIVITY** Provide equal opportunities for participation in all community activities and initiatives
- **BEST FOR THE COMMUNITY** Work on behalf of community interests, not individual interests
- **TRUST** Earn trust through reliability, honesty and effectiveness

## VILLAGE GOVERNANCE (continued)

The Village prides itself on its collaborative style of government that puts the ultimate good of Glen Ellyn as its main goal in every direction or decision. The community, employees and the Village Board strive to respect each other's experiences and points of view and work together to reach the best solution for Glen Ellyn. Glen Ellyn residents pride themselves on the quality of their highly responsive government services and distinctive amenities and programs. With many significant public improvements planned in the next few years, the community is positioned to remain one of the best places to live in Illinois.

Glen Ellyn has a long-established reputation as a historic, stable residential community known for its beautiful and architecturally significant homes. The median home value of Glen Ellyn is \$516,200, compared to \$361,700 for DuPage County, and \$239,100 for the State of Illinois. The Village is primarily residential and commercial in nature, with housing stock consisting of about 6,800 detached single-family homes and about 4,300 multi-family dwelling units.

Household income in Glen Ellyn is substantially higher than surrounding areas and exceeds national averages. Based on 2023 U.S. Census Bureau Five-Year estimates, median household income is \$128,132. Glen Ellyn has a Median Household Income at 82% above the U.S. Median Household Income. 96.3% of the adult population has a high school diploma or higher, 68.2% have a bachelor's degree or higher, and 91.7% of households have a broadband internet connection. The Per Capita Income for Glen Ellyn is \$72,404, compared to \$55,107 for DuPage County, and \$43,198 for the State of Illinois.

The Village's top employers are in the governmental sector and most of the top ten principal property tax payers are property management companies. Glen Ellyn's largest employer is the College of DuPage with over 3,800 employees.

The Village has several thriving commercial areas, including the historic downtown, Roosevelt Road corridor, and Stacy's Corners. The Downtown is seeing a transformation with \$180M in public/private investment over a 5-year period. Future development opportunities and Community Development Department priorities include: redevelopment of the Roosevelt Road hotel properties, converting a downtown bank site into a park and event space, updating the Zoning Code, and overseeing a new software implementation for the Community Development Department.



## POSITION AND DEPARTMENT IN BRIEF

- The Community Development (CD) Director is appointed by and reports to the Assistant Village Manager and is responsible for the visioning, leadership, planning, and budgeting of the Community Development Department.
- The job duties of the CD Director include but are not limited to: supervise Department staff in a manner that is effective and efficient and serves the needs of the customers; increase productivity and responsiveness to the department's customers by establishing a tone, mindset and environment of service at the highest quality; develop new procedures and assign and monitor work that enhances the services provided by the department; review, inspect and monitor all construction and development activity in the Village for conformance to adopted codes and ordinances; and provide responsive, courteous and efficient service to Village residents and the general public.
- The Department provides support to the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, Building Board of Appeals, and Architectural Appearance Commission. The

Department's 19 employees coordinate the review and analysis of all development projects, maintain land use and building records, issue building permits, provide building inspections, enforce codes, perform fire safety inspections, review and issue stormwater permits, conduct occupancy inspections, assign fees and deposits, coordinate license agreements, prepare right-of-way vacations, monitor various escrow accounts, prepare and oversee annexations and annexation agreements, and assist in the preparation of long term plans and planning policies.

- The position has four (4) direct reports, with the majority of Department staff members reporting directly to either the Building Coordinator, Building Official or the Planning Manager. The Department staff includes several newer hires, along with a core group of seasoned veterans, who will benefit from a supportive and accessible mentor to lead the team and ensure their professional growth. The staff is growing together and the atmosphere in the organization is team-oriented and collaborative in providing high-quality services to the community.



## PRIMARY POSITION RESPONSIBILITIES

The next CD Director will be responsible for leading the staff in the execution of Departmental planning and operations. Other responsibilities for the position include:

- Provide advice, support, and recommendations on planning, building, zoning, and development matters to Village Board, Village Manager, Plan Commission, Architectural Appearance Commission, Zoning Board of Appeals and Building Board of Appeals.
- Oversee preparation of ordinances, resolutions, and correspondence from the Department to the Village Board, Commissions and the public.
- Prepare and administer department budget.
- Develop new initiatives/procedures/projects to address problems that arise.
- Keep zoning code, subdivision code, appearance guide and building codes updated by suggesting changes/new provisions as necessary.
- Work with developers to encourage development/redevelopment in accordance with long range goals and ensure that Department processes allow for efficient approval of submitted plans.
- Coordinate with Economic Development Coordinator and Assistant Village Manager on economic development matters.
- Prepare and update long range planning studies such as the comprehensive plan and downtown plan, including the selection and management of consultants as necessary.



## CHALLENGES AND OPPORTUNITIES

In addition to the responsibilities listed in the Primary Position Responsibilities section, the new Director will lead a talented team in the CD Department in addressing the following challenges and opportunities:

- **Recruitment and Retention of Department Staff**  
 Provide training and development opportunities for CD Department staff so that their career development needs are fulfilled and they may be retained within the Village. Develop a succession plan for key positions within the Department.
  - **Implementation of new Permitting & Plan Review Software** - Complete implementation of new LAMA software for permitting, inspections, plan review, business registration and code enforcement functions.
  - **Implementation** of the 2023 Comprehensive Plan.
  - **Comprehensive update** of the Zoning Code.
  - **Balance Economic Development with Historic Character** – Lead the Department in seeking and implementing decisions which meet the needs of the community and local businesses, both existing and those seeking to locate within the Village, while maintaining the historic character of properties within the Village.
  - **Community Development Projects** – Continue to pursue building renovation and life safety projects and expand economic development efforts which translate into additional revenue streams.
- The Village has several thriving commercial areas, including the historic downtown, Roosevelt Road corridor, and Stacy's Corners. The Downtown is seeing a transformation with \$160M in public/private investment over a 5-year period. Future development opportunities and department priorities include redevelopment of the Roosevelt Road hotel properties and downtown bank site.
  - **Continued Implementation of the Downtown Strategic Plan** – Since the Downtown Plan's adoption in 2009, the Village has implemented many of the recommendations in the Plan. To date, the Village established a Tax Increment Financing (TIF) District, built a public parking garage, encouraged private development and approved three development projects, incentivized private investment through the façade, interior, and fire award programs, created a restaurant niche, and invested in key infrastructure throughout the downtown, among other projects.
  - **Financial Forecasting** – Work with the Finance Director to improve the Village's ability to provide accurate financial forecasting of expected development costs and commercial revenue sources so that costs to the Village are sustainable.

## EDUCATION AND EXPERIENCE REQUIREMENTS

The Village is seeking a Director with strong problem solving and public process facilitation skills to lead the CD Department. The successful candidate will have:

- Bachelor's Degree in urban planning, business administration, public administration, civil engineering or a related field. A Master's Degree in same is preferred.
- American Institute of Certified Planners (AICP) certification desired.
- Minimum of seven (7) years of increasingly responsible experience in municipal planning and development, including at least three (3) years of administrative and supervisory responsibility.
- A valid Illinois motor vehicle operator's license.
- Having strong ethics and teamwork is critical to success. The Village values the overall team through identify candidates that are hungry, humble and smart.
- Knowledge of rules, regulations and effective implementation strategies for community and economic development programs and incentives, such as tax increment financing, other sales and property tax incentive programs, and developer agreements.
- Strong organizational leadership, with excellent strategic management, problem solving and personnel skills.
- History of collaboration within and outside of the organization, intergovernmental cooperation and relationship building.
- Clear and concise verbal and written communication skills, able to present complex technical information to any audience.
- A polished professional with an excellent reputation and demonstrated high levels of integrity and humility.

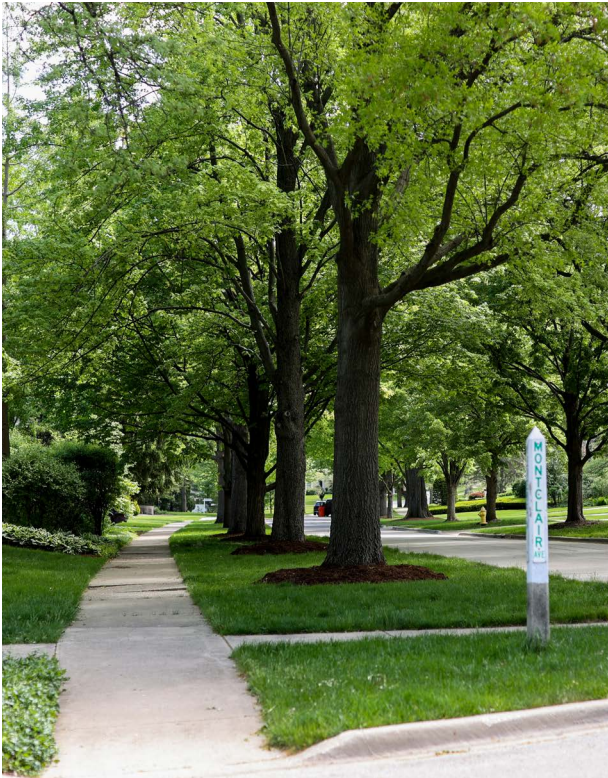
## THE IDEAL CANDIDATE

In addition to the requirements listed above, the Village is seeking candidates with advanced levels of the following traits:

- A desire to pursue community/economic development best practices and innovative strategies and techniques, particularly with experience in communities that have both thriving commercial areas and valued historic preservation initiatives.
- Strong communication skills and demonstrated history as a pragmatic problem solver who will help identify solutions and manage processes to facilitate effective community and economic development policies and programs.
- The ability to engage the Deputy Village Manager, Village Manager and Village committees when recommending and debating CD issues to ensure the best options are considered and discussed. In turn, have the humility to support final decisions made by other parties if they are not consistent with recommendations.
- 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 Munis enterprise/financial system and Civic Clerk 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 salary range is \$129,411 – 181,176. The anticipated starting salary is \$160,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), flexible spending account, and life insurance. The Village also offers paid vacation, personal leave, holidays and sick leave. The Village does not have a residency requirement.

## HOW TO APPLY

Apply online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter and contact information for five professional references by April 22, 2024. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

The Village of Glen Ellyn is an Equal Opportunity Employer.

