



## VILLAGE OF BENSENVILLE COMMUNITY DEVELOPMENT DIRECTOR

### THE COMMUNITY

The Village of Bensenville (population 18,535, and covers 5.53 square miles) is a strategically located, vibrant community known for its family-oriented neighborhoods and bustling business districts. Bensenville's location near O'Hare International airport provides a foundation for a large commercial, industrial and retail base of employment that continues to grow. The community is also home to an historic downtown area with a theater, restaurants and multi-family living options.

Bensenville functions as a key "gateway" from adjoining Cook County into DuPage County, and with its low DuPage County tax rate is an ideal place to live, play, work and conduct business. The Village is home to over 1,500 businesses and is part of the largest industrial park in the United States.

Bensenville works cooperatively with its business community to maintain and enhance its tax and employment base, while also seeking to continually enhance its residential neighborhoods. The Village has many amenities, including high-quality municipal facilities such as a LEED certified Police Department and a new, industry-leading wastewater treatment plant.

Planning for progress is one of the keys to Bensenville's continuing success. The Village's downtown business district has undergone extensive renovation. Changes include the upgrade of existing buildings along with the construction of new mix-use buildings. The Village also has implemented a streetscape program that includes new lights, roads and sidewalk improvements, a public parking lot, and brick sidewalks.

Bensenville is a family friendly community and boasts a robust industrial base encompassing manufacturing, logistics, and flexible usage. This diverse sector accommodates enterprises of all sizes, making Bensenville a vital employment hub in the Chicagoland area. Complementing this industrial landscape is a varied commercial sector catering to the needs of residents, employees, and visitors. From large-scale shopping centers to local "mom and pop" establishments, Bensenville's commercial areas offer a vibrant mix, including pedestrian-friendly options in its quality downtown area.



## VILLAGE GOVERNMENT IN BENSENVILLE

The Village of Bensenville is a non-home rule municipality. The Village operates under the Council-Manager form of local government, which combines the political leadership of elected officials with the managerial experience of a professional Village Manager. The Village of Bensenville has eight elected officials—six Trustees, a Village President and Clerk. Additional information about Bensenville can be found on the Village's website: [www.bensenville.il.us](http://www.bensenville.il.us).

## POSITION AND DEPARTMENT IN BRIEF

The Village is seeking a highly professional, progressive public community and economic development professional with strong interpersonal skills and experience in public sector to serve as the Director. The successful candidate will be responsible for the leadership, planning and budgeting of the Community Development Department. Assists with the Zoning Board of appeals and the Planning and Development Commission (CDC) in the administration of the zoning and planning responsibilities for the Village.

The Village of Bensenville is a complex organization consisting of 9 departments which includes Administration, Community & Economic Development, Emergency Management Agency, Finance, Human Resources, Police Department, Public Works, Recreation & Community and the Village Clerk's Office. The Village has approximately 220 full-time employees, along with part time and seasonal staff, is party to 3 collective bargaining units and has an approximate budget of 23 million dollars including Recreation.

The Community & Economic Development (CED) Director reports to the Village Manager. This is a unique opportunity for the right candidate as the Village is looking at redevelopment within certain areas within the Village, including the Irving Park Road corridor.

This position directs the Village's CED Department with a mission of enhancing both the quality of life and the business environment, through extraordinary customer service and innovative programs. The CED's 8-member team deals with a wide spectrum of activities that assist its residents and businesses. This position supervises a staff of 8 full-time positions and manages a budget of approximately 1.2 million.





## POSITION EXPECTATIONS

The next Community and Economic Development Director can expect to work closely with the Village Manager, Village President and Board, and staff on the following issues:

- Provide leadership to a cooperative, knowledgeable team of employees in the CED and to other staff throughout the organization. Sets an example in demonstrating how to fulfill and improve upon the organization's mission, values and culture.
- Speaking to and engaging with the public, elected officials, management, and media on high visibility projects.
- Working proactively with residents and members of the development and business communities to find creative solutions to problems.
- Advises and directs staff with subdivisions, PUDs, and annexations. Develops and recommends new or revised codes and ordinances.
- Enforces the Village's zoning ordinances. Supervises block inspections, reviews small site plans for the enforcement of Village codes.
- Acts as liaison and source for appeals between Village and citizens, builders, contractors, realtors, real estate developers and architects.
- Acts as liaison between the Village and two boards by advising and interpreting the adopted comprehensive plans as well as annual budget preparation.
- Prepares the department's goals and objectives including preparation and maintenance of the annual budget as related to the department.
- Supervises the issuance of all permits related to the construction, repair and proposed changes to buildings and structures.
- Demonstrated experience in managing a collaborative team and strong customer service abilities.
- Supervises staff performance and provides strategic direction for the department.

## EDUCATION AND EXPERIENCE REQUIREMENTS

The Village is seeking an experienced, dependable and collaborative CED Director to lead the Department. The successful candidate will have the following:

- 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 experience in municipal planning and development, including a minimum of three (3) years of administrative and supervisory responsibility.
- A valid Illinois motor vehicle operator's license.





## THE IDEAL CANDIDATE

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

- Has a positive leadership style and prior employee supervision/management experience is necessary to ensure success within the department. This supervises a staff of eight (8) employees.
- Has knowledge of Illinois code compliance
- Commitment to transparent, open and honest government
- Knowledge of ERP (Tyler Munis)
- Knowledge of Cartegraph and GIS programs
- Problem-solving skills and a willingness to assist elected and appointed officials and other municipal department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for oneself and the C&ED team.
- Willing to contribute by taking whatever action is needed to help the team or accomplish the task at hand.
- Always seeking continuous improvement and willing to embrace the adoption of new technologies or processes that allow the Village to enhance services to internal and external stakeholders.

## COMPENSATION AND BENEFITS

The expected hiring range for the position is \$111,343 – \$137,000. The full salary range extends to \$155,880. The Village of Bensenville offers a comprehensive benefits package that includes health, vision, dental insurance, basic life insurance and long-term disability coverage, deferred compensation plan, participation in the IMRF public pension plan, and 15 paid holidays and 2 floating holidays. Additional benefits include voluntary supplemental life insurance, spouse and dependent life insurance, short-term disability coverage and an employee health and wellness program.

## HOW TO APPLY

Applicants are encouraged to apply promptly, but no later than May 9, 2025. Interested candidates should apply online with a resume, cover letter and contact information for five work-related references at [www.GovHRUSA.com](http://www.GovHRUSA.com) to the attention of Mary Rath, MGT Approved Independent Executive Recruiter, 847-380-3240 ex 192. Interviews with the Village of Bensenville are anticipated for late-May.

The Village of Bensenville is an Equal Opportunity Employer.