



## ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR VILLAGE OF WAUCONDA, ILLINOIS



Wauconda, IL (pop. 14,084). The Village of Wauconda, a picturesque and welcoming community located in Lake County, Illinois, is seeking a knowledgeable, collaborative, and forward-thinking professional to serve as its new Assistant Community Development Director. This newly created position is part of a strategic succession plan and offers an exciting opportunity to contribute to a dynamic department focused on planning, development, and community engagement. This key leadership role supports the Director in planning, organizing, and managing a wide range of community development activities including planning, zoning, economic development, building safety and code enforcement. The Assistant Community Development Director reports directly to the Community Development Director. This position will have direct oversight of a Building Inspector and Code Enforcement Officer/Building Inspector; it will be supported by an Administrative Assistant.

Wauconda is known for its vibrant downtown, scenic Bangs Lake, and strong sense of community. The Village has earned accolades for its quality of life and is committed

to continuous improvement, sustainability, and responsive service delivery. The outstanding quality of life is shaped by Bangs Lake, a 306-acre recreational jewel that offers a variety of recreational activities such as swimming, fishing, and boating. Wauconda is recognized as a charming destination for family recreation, unique dining, and leisurely shopping along historic Main Street. The Village has been a distinguished recipient of the Daily Herald's "Best City or Town to Live" for four consecutive years.

The Village offers diverse housing opportunities that range from single family homes on unique tree-lined residential streets, to lakefront homes as well as multifamily dwellings of apartments and townhomes. The community is adjacent to the Lakewood Forest Preserve, which provides a multitude of activities for the outdoor enthusiasts, including a nine (9) mile section of the Millennium Trail open to bicyclists, hikers, equestrians, and cross-country skiers. Located along the U.S. Route 12 and Route 176 corridors, Wauconda also offers easy access to neighboring communities.

### **WAUCONDA AT-A-GLANCE**

Population: **14,084**

Land Area: **5.7** sq mi

Households: **5,298**

Average Age: **40.7**

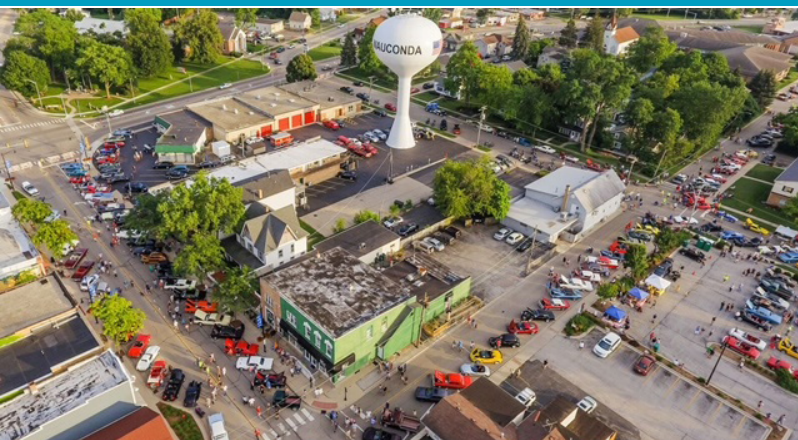
Average Household Income:  
**\$124,693**

Median Home Value: **\$287,284**

#### **Racial Composition:**

71.5% White; 22.5% Hispanic or Latino (any race); 3.9% Asian; 1.4% Black/African American; 0.9% American Indian/Alaskan

A full-service municipality consisting of 65 full-time equivalent (FTE) employees, Wauconda's FY26 budget totals approximately \$33 million. Wauconda's local government consists of the Mayor, the six-member Board of Trustees, and the Village Clerk, who are elected to four-year overlapping terms of office. Village Board meetings are held on the first and third Tuesday of the month. The Mayor serves as the Village's Chief Elected Officer and performs other traditional statutory functions. The Village Administrator serves as the Chief Administrative Officer and directs the day-to-day services and operations of the Village.



## THE POSITION

This role involves reviewing and updating building, zoning, and development codes to ensure compliance with state and federal regulations. This individual will contribute to both long-range and current planning efforts, including comprehensive plan updates, zoning ordinances, and land use agreements. Key responsibilities include managing complex development and redevelopment projects from start to finish, conducting feasibility analyses, and ensuring alignment with zoning and land use plans. The position provides technical assistance and guidance throughout the permitting and approval process. The Assistant Community Development Director will collect and analyze data from maps, reports, field studies, and historical archives to inform planning decisions and will prepare detailed reports, charts, and graphs to communicate development trends and outcomes to internal stakeholders, elected officials, and the public.

Additional duties include assisting with the preparation and administration of grant applications for federal and state funding. This role requires collaborating with business owners, developers, residents, and community groups to promote economic development, particularly within the Village's two active Tax Increment Financing (TIF) districts. The Assistant Community Development Director will serve as the primary staff liaison to the Zoning Board of Appeals/ Plan Commission and the Economic Development Commission, and may be assigned special projects by the Village Administrator or Community Development Director. In the Director's absence, the Assistant Community Development Director will serve as Acting Director, which may include attending Village Board and Committee of the Whole meetings.

## POSITION REQUIREMENTS:

- Bachelor's degree in Urban Planning, Public Administration, or related field required; Master's degree preferred.
- Minimum of 3–5 years of progressively responsible experience in planning, zoning, development, or municipal operations.
- AICP certification is a plus.
- Experience with ordinance writing, zoning administration, and development review.
- Familiarity with GIS and Citizenserve cloud-based permitting system is a plus.

### The ideal candidate will be:

- Detail-oriented and resourceful, able to navigate complex codes and regulations.
- A continuous learner, quick on their feet and comfortable working in a collaborative, supportive environment.
- Even-tempered and approachable, with strong interpersonal skills and the ability to diffuse challenging situations.
- Community-focused, with a passion for public service and a commitment to Wauconda's values of empathy, openness, and respect.

## COMPENSATION AND BENEFITS:

The full salary range is \$100,000 - \$115,000 +/- DOQ. Residency is not required. The Village of Wauconda offers a comprehensive benefits package including paid vacation, sick, holiday time; a menu of PPO health plans through IPBC; tuition assistance; employee assistance plan; optional 457 deferred compensation plans and flex spending options; and Illinois Municipal Retirement Fund pension eligibility.

## 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 the application deadline of November 17, 2025. Confidential inquiries may be directed to Ashley Eccles at 847-380-3240 x134.

*The Village of Wauconda is an Equal Opportunity Employer*