



HOFFMAN ESTATES, ILLINOIS DIRECTOR OF DEVELOPMENT SERVICES

Hoffman Estates, IL (population 50,476) located in the highly desirable area of northwestern Cook County, is seeking its next Director of Development Services. The selected candidate will lead an experienced and talented department staff as they guide the development activities of this growing community. The Director will work closely with the Village Manager and the leadership team, providing technical support on growth and development matters, facilitating discussions, and representing the community in efforts to foster a healthy, diversified economy for both residents and businesses.

POSITION OVERVIEW

The Director of Development Services is responsible for organizing and directing the activities of 32 employees in the following divisions: Economic Development, Planning/Transportation, Engineering, and Building & Code Enforcement. This department manages a dynamic range of development activities, including greenfield development, redevelopment, planned unit development, and large data center projects. The Development Services Department supports new development through the entitlement process (site plan review, zoning, annexation, etc.), as well as by working with the Plan Commission and various committees responsible for development oversight. During the construction phases, the Director collaborates closely with the Building and Code Enforcement Division to ensure seamless support and timely resolution of issues. This division's efforts also include residential rental inspection and health department programs.

To keep the community vibrant, the Economic Development Division focuses on business attraction and support, including several large business parks such as Prairie Stone, Bell Works, and Hoffman Technology Park.

The Planning/Transportation and Engineering Divisions ensure that infrastructure planning, both locally and regionally, is well-coordinated to serve community needs and support future growth and economic vitality. The Director of Development Services is also responsible for establishing and maintaining effective working relationships throughout the community and serves as a resource to other members of the leadership team, including the Village Clerk's office and the Finance Department, as they address front-line resident needs.

LEADERSHIP EXPECTATIONS

The new Director will play a critical role in fostering an atmosphere of trust and open communication within the department. Exceptional self-awareness and empathy are essential, as the Director will be expected to resolve conflicts thoughtfully and motivate seasoned professionals. The Director is appointed by, and reports to, the Village Manager and is responsible for managing a departmental budget of \$6.8 million. The Village's General Fund budget is approximately \$85 million for fiscal year 2026, and \$228 million across all funds.

The Director skillfully recognizes and values the unique strengths and perspectives of each team member, creating a supportive environment built on trust and open communication. Remaining calm under pressure, the Director thoughtfully addresses conflicts and tailors their leadership style to motivate and empower experienced professionals, ensuring the department can achieve its highest potential.



QUALIFICATIONS

- A strong understanding of the principles, practices, and methods of modern municipal planning, with a minimum of four to ten years of related experience in planning and community development.
- At least two years of experience in an executive leadership role with responsibility for effective staff supervision.
- A master's degree from an accredited college or university in public administration, business, marketing, or a related field is preferred.
- Comprehensive knowledge of development processes.
- Exceptional communication skills demonstrating the ability to effectively transmit complex and challenging topics to a wide range of audiences.
- Demonstrates an ability to work across the organization collaborating to support the Village's development objectives.

COMPENSATION AND BENEFITS

Residency within the Village is not required. The salary range for this position is \$152,563 to \$216,639, with the ability for well-qualified candidates to be hired above the midpoint up to the range maximum. The Village offers a competitive salary and a comprehensive benefits package, including medical, dental, and vision insurance coverage (BCBS PPO or HMO options), medical and dependent care flexible spending through WEX, and deferred compensation investment options. The benefits program also features eight paid holidays, four additional floating holidays, paid vacation and sick leave, professional development opportunities, a vehicle allowance, a Village cell phone, and participation in the Illinois Municipal Retirement System (IMRF).

APPLICATION PROCESS

Interested candidates should apply online with a résumé, cover letter, and contact information for five professional references by February 23, 2026. Submit your materials to the attention of Katy Rush, MGT Authorized Independent Executive Recruiter at www.GovHRjobs.com. Confidential inquiries may be directed to Ms. Rush at 847-380-3240 x 122.

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