



City of ROLLING MEADOWS

Superintendent of Community Development Operations

Rolling Meadows, IL (24,099), located in Cook County, Illinois, approximately 30 miles northwest of Chicago, is seeking professional, customer-serviced focused candidates interested in serving as the Superintendent of Community Development Operations.

About the City. Incorporated in 1955 as a City named for its gently rolling terrain, Rolling Meadows (5.64 square miles) has maintained its small-town atmosphere while encouraging commercial and business growth development opportunities. Brick-lined sidewalks, the landmark Carillon Bell Tower and Veteran's Memorial are incorporated into the downtown area along Kirchoff Road. Along the Algonquin and Golf Road business corridors, modern office towers are home to some of the world's most renowned corporations as evidenced by Arthur J. Gallagher establishing its corporate headquarters in the City in 2016.

A City Manager serves as the Chief Administrative Officer and reports to the Mayor and seven-member City Council, each elected from their respective wards. The Mayor and City Clerk are elected at-large. The City is a full-service organization providing Economic Development, Financial and Administrative, Fire, Police, and Public Works services.

About the Position. The Superintendent position is in Community Development which is a division of the Public Works Department. Reporting to the Assistant Director of Public Works/Community Development, the Superintendent is responsible for the administration and operation of the building, plan review, inspection, code enforcement, and planning and zoning activities of the City. The Superintendent oversees 8.5 positions consisting of one Plan Review / Inspection Supervisor, two Building and Code Compliance Inspectors, one Health and Code Compliance Inspector, a Building and Engineering Inspector, a Planner, and 2.5 Front Office Administrative personnel.





City of Rolling Meadows - Superintendent of Community Development Operations

The successful Superintendent of Community Development Operations must meet the following criteria:

- Be a strong leader, capable of challenging, engaging and motivating staff, and ensuring proper resources are available to implement initiatives.
- Possess working knowledge of the principles and practices of City's adopted building codes, land use, and zoning regulations, and ability to review, recommend, and implement necessary code updates through approval processes.
- Have a history of oversight of, and effectively maintain compliance with building and zoning requirements; ability to oversee the permitting process for the City; provide technical assistance for site planning and zoning issues.
- Assist in providing support to the Planning and Zoning Commission, including processing of various zoning items such as zoning petitions, subdivisions, zoning text/map amendments, annexations, PUDs, or other development related items.
- Ability to participate as directed to support development and commercial growth within the City.
- Have an engaging communication style applied equally and comfortably with residents, elected officials, the business community, contractors and staff.
- Have a strong commitment to excellent customer service and be highly collaborative, with a proven track record of achievement working in a municipal environment.
- Candidates must have a bachelor's degree in a related field, ten years of progressively responsible experience in related fields including five years of experience in a municipal organization in a position of leadership and management. Certifications through ICC is preferred.



The City offers a competitive benefits package. Residency is not required. The salary range for the position is \$96,869 - \$124,114. DOQ. Apply online with resume, cover letter and five professional references to GovHRjobs.com. Position will remain open until filled with first review of candidates to occur on March 29. Candidates with questions are invited to contact Mike Earl, GovHR Senior VP, at 224-261-8366 or mearl@govhrusa.com.

The City of Rolling Meadows is an Equal Opportunity Employer.