

COMMUNITY DEVELOPMENT DIRECTOR

The Village of Bradley is seeking interested applicants for the position of Community Development Director. The position is appointed by the Mayor with the approval of the Board of Trustees and reports to the Village Administrator. This position is responsible for the day-to-day management and administration of the newly created Community Development Department consisting of four (4) Divisions – Building Services, Planning and Zoning, Code Enforcement and Economic. A confident, proactive and collaborative professional will best serve as the next Director for the Village of Bradley's Community Development Department.

The Village of Bradley is located 50 miles south of Chicago in Kankakee County. Kankakee County has been voted USA's #1 Growth Metro (among 281 small metros) at the Greater Chicago's Interstate 57 Corridor. The Village is preparing to welcome new residential and business developments due to exciting expansion plans of CSL Behring, an Australian based biopharmaceutical company and Nucor Steel, both located along the Route 50 commercial corridor. These significant investments to the region will have a critical role in securing future economic opportunities in Bradley and neighboring communities.

Responsibilities:

- Oversee the building permitting process, including various levels of inspections;
- Oversee the code enforcement process, including violation notices and administrative adjudication;
- Process a variety of planning and zoning applications such as special use permits, subdivision plats, text/map amendments, annexations, PUDs, or other related items;
- Assist the Village Administrator and Mayor with business retention, expansion, and recruitment;
- Provide technical assistance to Village Administration, the general public, the development community and investors regarding all development, planning and zoning matters;
- Serve as the staff liaison and provide support to the Planning and Zoning Commission; including the coordination of the Commission's monthly agenda and public hearing process;
- Guide the Village's land use planning efforts;
- Develop short-term and long-term goals for Village wide community and economic development initiatives;
- Oversee high profile development projects such as the revitalization of the Northfield Square Mall, enhancement of the Route 50 Commercial Corridor, and the administration of TIF and Business Districts;
- Generate and maintain Village demographics, incentives, and other information for purposes of economic development;
- On-going maintenance of Department's website, including updating and providing pertinent information;
- Assist with the preparation and administration of the Department budget;
- Track and report on all department related matters and activities; and
- Provide technical assistance to Administration, the public, the development community and investors regarding site planning and zoning issues.

Other Skills and Abilities:

- Knowledge of the proper review of building plans for compliance with applicable codes and ordinances addressing project design, construction, alteration, repair and related zoning and land use matters;
- Knowledge of the purposes and objectives of building, zoning, sign and subdivision codes;
- Possess a comprehensive knowledge of the principles and practices of applicable building code, and zoning regulations;

- Excellent oral and written communication skills with the ability to provide clear communication to the general public and policy decision makers along with residents, elected officials, the business community, contractors, and staff;
- Possess strong customer service skills that enable the provision of courteous, credible and accessible service that is responsive to customer's needs and tactfully, fairly and firmly addresses compliance matters;
- Ability to independently plan, prioritize, and organize work and complete assignments within a deadline driven environment;
- Ability to stay on top of the recent developments and trends in these fields and incorporate as appropriate;
- Ability to participate as directed to support development and commercial growth within the Village;
- Ability to provide solid judgment with a supportive and motivating leadership style, and partnership oriented attitude; and
- Ability to demonstrate Village values of integrity, communication, teamwork, professionalism, and quality of life.

Qualifications

Bachelor's degree in Urban Planning, Public Administration or a related field; a Master's degree and/or designation as AICP preferred.

Minimum of 8-10 years of progressively responsible experience in a municipal organization in a position of similar leadership and management.

Candidates with an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work will also be considered.

Compensation and Benefits

The Village is open to permanent or consulting work. The starting salary or contract will be +/- \$100,000 to commensurate with experience and qualifications. This position can be eligible for the Village of Bradley comprehensive employee benefits program which includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided. The Village of Bradley also provides paid vacation, personal, sick days, and holidays.

Qualified candidates should send a cover letter, resume and three (3) professional references to the Village of Bradley, Village Administrator's Office, Attn: Teresa Richert, 147 S. Michigan Avenue, Bradley, IL 60915, or email trichert@bradleyil.org. The Village is an EOE employer.

Closing Date

Applications must be received by 4:30 pm on Monday, November 18, 2019.