



## Village of Hazel Crest

### JOB OPPORTUNITY

#### **ECONOMIC DEVELOPMENT DIRECTOR**

Under direction and supervision, the Economic Development Director directs, plans, leads, organizes, and provides overall guidance and coordination to the Village's economic development plans, programs, and services both commercial and industrial. The position also oversees redevelopment and economic development activities in accordance with the Village's economic and community goals.

#### **ESSENTIAL FUNCTIONS**

- Plans, coordinates, and prepares programs, projects, and policies targeted toward business and economic activities from inception through approval and implementation.
- Establishes, maintains, and grows relationships with other entities to encourage economic development, including local and regional Chambers of Commerce and other professional economic organizations.
- Actively works with potential investors, developers, and business that are interested in starting, developing, or expanding their business operations to secure their participation in development or redevelopment projects.
- Researches and analyzes complex and technical data, evaluates alternatives, and makes sound recommendations; researches and retrieves current economic conditions data from a variety of sources.
- Interprets and applies Illinois Statutes as applicable; interprets and applies municipal ordinances, regulations, and related policies; compiles materials and prepares reports; prepares various public information materials.
- Coordinates and recommends project activities including real estate acquisition and disposition, relocation, demolition, eminent domain actions, building construction and rehabilitation, property management and project improvements.
- Recommends and oversees the use of consultants and outside professional service providers.
- Works with property owners and prospective tenants and developers to match available properties with desired commercial business activities.
- Develops and maintains a database of vacant or underutilized commercial, office and industrial land and tenant spaces.
- Represents the Village at public hearings, community meetings and conferences.
- Makes public presentations and performs administrative, coordinative, and technical duties necessary to achieve program objectives in the areas of economic development, business assistance and retention, and business financing.
- Develops, updates, and implements marketing campaigns promoting the Village of Hazel Crest.
- Staffs and coordinates the activities of the Economic Development Committee.
- Supervises and/or coordinates with staff, performing duties relating to redevelopment and economic development activities.
- Works with other City departments and divisions to ensure that projects are progressing.

The list of essential functions is not intended to be inclusive; hence, there may be other duties that are essential to this position.



## Village of Hazel Crest

### **QUALIFICATION REQUIREMENTS**

#### **Education and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Planning, Business or Public Administration, Economics or a directly related field, plus four years of professional experience in business or economic development activities with increasing responsibility.
- Master's Degree is desirable.
- Supervisory experience is preferred.
- A combination of education and experience that can be demonstrated to result in the possession of knowledge, skills, and abilities necessary to perform the duties of this position may be considered.

#### **Licensure, Certification, or Other Qualification**

- Possession of a valid State of Illinois Driver's License

#### **Knowledge, Skills, and Abilities**

- Ability to speak and write clearly and concisely; knowledge of modern office methods and procedures, office equipment and filing systems; business letter and report writing techniques; statistical and record keeping principles and procedures; and research methods.
- Interpret and apply existing federal, state, and local laws, and regulations pertaining to redevelopment programs.
- Principles, practices and legal requirements of redevelopment, housing, finance, and economic development.
- Goals and procedures of redevelopment programs.
- Plan, coordinate and review the work of an Economic Agency.
- Coordinate the structuring of tax allocation bonds and other debt financing.
- Analyze economic studies, financial statements, marketing studies, plans, specs and bid documents.
- Negotiate contracts.
- Financial reporting and budget preparation with accuracy.
- Proficiency with Microsoft Office software, emails, and internet.
- Work independently and exercise sound independent judgment.

**Position Location:** 3601 W. 183<sup>rd</sup> Street, Hazel Crest, IL 60429

**Days:** Monday – Friday                      **Hours:** 9:00 a.m. to 5:00 p.m.

**Number of Positions:** 1                      **Pay Rate:** \$62,000 - \$70,000 Annually

*Note: Evenings or weekends may be required for special projects or events.*

Thank you for your interest in the Village of Hazel Crest.

**The Village of Hazel Crest is an Equal Opportunity Employer (EOE)**