



**JOB DESCRIPTION:
ECONOMIC DEVELOPMENT DIRECTOR**

**STATUS:
DEPARTMENT:
REPORTS TO:**

**EXEMPT
COMMUNITY DEVELOPMENT
VILLAGE ADMINISTRATOR**

The Economic Development Director is responsible for leading the Community Development Department, which conducts all planning and economic development efforts for the Village of Shorewood. This position, in conjunction with the Village Administrator, shall recommend to the Village President and Board of Trustees programs and policies to improve the Village's economic well-being and quality of life. The Director is a member of the senior management team and reports to the Village Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, supervises, and directs the activities of Department staff; promotes continuous improvement to ensure a high level of competence, the exercise sound judgment, and excellent customer service.
- Assists with the formulation and implementation of short and long range goals for the Village. Prepares and administers the Department's annual operating budget. Oversees the development and/or revision of the Village's Comprehensive Plan. Coordinates activities with other Departments and agencies as needed.
- Proactively markets the community to businesses, brokers, builders, site selectors and other economic development professionals. Attends trade events and other outside functions which may lead to development within the community. Responds to requests for information from development prospects and other interested parties.
- Coordinates residential, commercial, and industrial redevelopment projects, including those within tax increment financing districts. Assists developers with local activities and approvals necessary for project completion including but not limited to: zoning matters, financial incentives and general coordination activities with Village Departments, committees and Board of Trustees. Evaluates incentive opportunities and performs research on potential incentive scenarios.
- Serves as the Zoning Officer and enforces zoning regulations. Also serves as the staff

liaison between the Planning and Zoning Commission, the Board of Trustees and Administration Department by providing technical support that enables data-driven decision making. Attends Village Board and Planning & Zoning meetings as needed. Prepares and administers plans and/or zoning codes consistent with the policies of the Planning and Zoning Commission and the Village Board.

- Oversees the Village's business recruitment and retention programs. Provides recommendations regarding business attraction and retention activities.
- Maintains and enhances a positive working relationship with the Chamber of Commerce, economic development agencies, adjacent municipalities and other associations involved in economic development.
- Oversees the collection, analysis and presentation of planning data, reports and related materials. Maintains a comprehensive inventory of available buildings and sites for economic development purposes. Maintains contact with land owners, brokers, developers, local banking institutions, Chambers of Commerce, etc. regarding available properties suitable for development.
- Conducts research and pursues economic development grant opportunities.
- Performs related work as directed by the Village Administrator.

QUALIFICATIONS AND SKILLS REQUIRED

- Candidates must have a Bachelor's degree, Master's Degree preferred, in economic development, planning, marketing, business/public administration or related field from an accredited four-year college or university. A minimum of seven (7) years of progressively responsible experience in economic development, preferably at a municipality or similar organization, is desired. Certification with the International Economic Development Council is ideal.
- Strong oral and written communication skills are necessary. The ability to effectively present information and respond to questions from groups of elected officials, managers, developers/land owners and the general public is critical.
- Supervisory experience and strong budget/finance background and capacity is desired. Attending evening meetings will be required.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Illinois driver's license.

OTHER SKILLS AND ABILITIES

- Considerable knowledge of business development, economic development and municipal zoning and infrastructure issues.
- Considerable knowledge of land use planning process and the interaction of departmental

units and elected officials.

- Ability to coordinate projects in an independent, organized and timely fashion.
- Knowledge and proficiency in the use of word processing, graphics, data base, spreadsheet software and the internet.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects or controls and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places, and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- The noise level in the work environment is usually moderate.