



Community Development Director - Village of Glen Ellyn, IL

Glen Ellyn, Illinois (pop. 28,364). Vibrant, historic community seeks experienced candidates to apply for the position of Community Development Director. The [Village of Glen Ellyn](#) is located 23 miles west of Chicago in DuPage County and is one of the area's premier suburbs with excellent schools, beautiful neighborhoods, a thriving downtown, and an appealing overall commercial mix of specialty boutiques and national retail outlets. Candidates must be knowledgeable in modern community development issues and trends, possess excellent interpersonal and communication skills, and have demonstrated experience with team building techniques and consensus management. The community will welcome candidates who excel at mentoring and developing their staff.

The Village of Glen Ellyn, a full service, 'AAA' rated home rule community, is governed by a Village President and six Trustees. A professional Village Manager oversees a staff of 132 full-time employees and 152 part time employees supporting the following departments: Police, Community Development, Finance, Human Resources, Information Technology Services, Public Works, and a Golf Course/Restaurant. The calendar year [budget](#) calls for expenditures of \$72 million inclusive of planned capital and debt expense of \$27.1 million. The General Fund is \$22.5 million.

The Community Development Director is appointed by and reports to the Assistant Village Manager. The Department provides support to the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, Architectural Appearance Commission, and Building Board of Appeals. The Department's 19 employees coordinate the review and analysis of all development projects, maintain land use and building records, issue building permits, provide building inspections, enforce codes, perform fire safety inspections, review and issue stormwater permits, conduct occupancy inspections, assign fees and deposits, coordinate license agreements, prepare right-of-way vacations, monitor various escrow accounts, prepare and oversee annexations and annexation agreements, and assist in the preparation of long term plans and planning policies. The Comprehensive Plan was recently updated, and goals have been established to guide the Department and community.

The Department staff includes several newer hires, along with a core group of seasoned employees, who will benefit from a supportive and accessible mentor to lead the team and ensure their professional growth. The staff is growing together and the atmosphere in the organization is team-oriented and collaborative in providing high-quality services to the community.

The Village has several thriving commercial areas, including the historic downtown, Roosevelt Road corridor, and Stacy's Corners. The Downtown is seeing a transformation with \$180M in public/private investment over a 5-year period. Future [development opportunities](#) and department priorities include: redevelopment of the Roosevelt Road hotel properties, converting a downtown bank site into an event space, Zoning Code update, and overseeing a new software implementation for the department.

Position Requirements

The Village is seeking a dynamic and collaborative Director to lead the Community Development Department. The successful candidate will have:

- Bachelor's Degree in in urban planning, business administration, public administration, civil engineering, or a related field. A Master's Degree in same is preferred.
- American Institute of Certified Planners (AICP) certification desired.
- Minimum of seven (7) years of increasingly responsible experience in municipal planning and development, including at least five (5) years of administrative and supervisory responsibility.
- A valid Illinois motor vehicle operator's license.
- Knowledge of rules, regulations and effective implementation strategies for community and economic development programs and incentives, understanding of Illinois land use regulations, and developer agreements.
- Strong organizational leadership, with excellent strategic management, problem solving and personnel skills.
- History of collaboration within and outside of an organization, intergovernmental cooperation and relationship building.
- Clear and concise verbal and written communication skills, able to present complex technical information to any audience.
- A polished professional with an excellent reputation and demonstrated high levels of integrity and humility.
- A growth mindset, with a focus on mentoring and developing staff.

Compensation and Benefits

The salary range is \$129,411 – 181,176. The anticipated starting salary is \$160,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), flexible spending account, and life insurance. The Village also offers paid vacation, personal leave, holidays, and sick leave. The Village does not have a residency requirement.

Selection Process

Apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references by April 22, 2024. Questions may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

The Village of Glen Ellyn is an Equal Opportunity Employer.