

VILLAGE OF KIMBERLY

COMMUNITY DEVELOPMENT DIRECTOR

Department: Administration **Location:** 426 W. Kimberly Avenue
Reports to: Village Board **Supervises:** Community Development Staff
Pay Grade/Classification: N – Full Time Exempt **Workweek:** Monday – Friday
Background Check: Yes **Medical Physical:** Yes **FLSA Classification:** Exempt

PURPOSE OF POSITION:

Professional level work that involves the planning and execution of Village land use and development activities. Implements and oversees the management of all economic development programs and Village planning efforts as the Community Development Director. Includes exploring opportunities and planning for the Tax Incremental Finance Districts, researching grants opportunities, and executing applications. The position performs a variety of supervisory, administrative and professional work in development and implementation of community development plans, programs and services. Serves as the Zoning Administrator for the Village. Oversees the technical duties of Building Inspection, Assessor, and Code Compliance. Acts as staff liaison to the Plan Commission.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

Oversee daily operations of inspections, assessment, development and zoning, monitor and report as necessary (50%).
Carry out directives of the Village Board and implement policy (10%).
Promote the economic well being of the community through public/private sector cooperation (25%).
Leads the Economic Development as Community Development Director and coordinates with developers on negotiations and agreement with considerations to special funding through the Village (10%).
Establish administrative procedures to carry out delivery of services (5%).

OTHER DUTIES:

Provides professional planning and development advice to supervisors and other officials; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, programs, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the Village’s needs and any inter-governmental agreements or requirements.

Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.

Supervises the evaluation of land use proposals to ensure compliance with applicable Village, State or Federal Laws. Oversees approval of shoreline development permits, sign permits, building permits, subdivision plats, boundary line adjustments, and minor land development proposals.

Oversees the enforcement of a variety of codes including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Electrical Code, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as nuisance, clearing, grading, filling and zoning, etc. Issues correction notices and citations.

Resolves complex and sensitive customer service issues.

Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection and occupancy.

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay and sketches pertinent to urban planning and development programs and projects.

Prepares and writes grant applications.

Maintain an awareness of property tax statutes and case law. Oversee the administration of the Village's assessment contract. Attend the Board of Review.

Enforce local ordinances and interpret the Village codes and master plans. Make recommendations on the modification of existing ordinances and zoning codes.

Perform other duties as assigned.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Over 90% of the time is spent sitting, talking, hearing, using near vision and doing low and medium fingering for typing. Standing, lifting of small objects, low level handling and fingering is required about 10% of the time. In unusual situations, walking, crouching, climbing, bending/twisting, reaching, far vision, medium lifting, low and medium carrying, low pushing and medium handling is required.

WORKING CONDITIONS WHILE PERFORMING THE ESSENTIAL FUNCTIONS:

Over 95% of the time is spent inside.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Basic office equipment, telephone, computer, printer, copier, fax, scanner, etc. Operation of a motor vehicle is also required.

MINIMUM AND RECOMMENDED POSITION QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, public administration or closely related field.

Experience: 5 years' experience in community development or any equivalent combination of education and experience.

Certifications/Licenses: Valid driver's license is required.

Knowledge, Skills, and Abilities: Good communication skills. Computer literacy. Thorough knowledge of zoning laws and comprehensive plans. Extensive knowledge of planning programs and processes. Working knowledge of Tax Incremental Finance Districts, grant programs and other urban development programs. Basic everyday living skills are needed as well as the ability to understand and follow verbal and written directions, read, write, add and subtract.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

UPDATED 8/12/2024