

# Village of Westmont, Illinois

## Director of Community Development

### Recruitment Profile

GovHR USA is pleased to announce the recruitment of candidates for the position of Director of Community Development for Westmont, IL.

#### **About the Community**

Westmont is perhaps best known as being the former home of the late “Godfather of Chicago Blues” Muddy Waters and the international headquarters of Ty Inc, makers of the world-famous Beanie Babies. The “Progressive Village” is characterized by an established downtown with a variety of delightful shops and restaurants. Comfortable and classic homes along tree lined streets describe the Village’s residential neighborhoods. Residents enjoy many nearby cultural and recreational amenities. The school districts serving Westmont are regionally recognized and among Chicagoland’s top ranked.

Westmont’s population is 26,211 and it covers an area just over 5 square miles. The Village is located 18 miles from downtown Chicago in southeastern DuPage County. The community is served by a Metra Rail line that provides daily rail service west to Aurora and east to Chicago. Westmont also has easy access to the rest of the Chicago region via Interstates I88, I55, I294 and I355.

#### **About the Organization**

The Village operates under the Mayor-Manager form of government. Westmont’s Village Board consists of a Mayor and six Trustees elected on an at-large basis on staggered 4-year terms. The Village Manager is appointed by the Village Board and is responsible for the daily affairs of the Village, including the appointment of all Department Heads.

In 2016, the Village Board adopted a Strategic Plan 2021. The Plan lays out a bold vision for the community as it moves closer to celebrating its 100-year anniversary in 2021. Communication to the public is important to Village leaders as evidenced by a robust section on the Village website focused on transparency. The Village operates on a May 1 fiscal year and maintains an operating budget of \$51M budget with a General Fund of \$26M. The Village maintains a healthy budget reserve in excess of policy requirements. The Village has 106 regular full-time employees and 98 part-time employees.

#### **About the Position**

The Director is responsible for guiding the Village’s land use planning efforts, overseeing the Building and Zoning operations, coordinating all matters concerning the Village’s 2 TIF districts, and managing a Department staff of 12 employees with direct reports including the Building Commissioner, Village Planner and Office Manager. The Director reports directly to the Village Manager and serves as the primary staff liaison to the Planning and Zoning Commission and participates on the community’s

Economic Development Partnership, which is a public-private partnership between the Village and the Westmont Chamber of Commerce and Tourism Bureau.

### **Position Requirements**

The successful candidate will possess:

- Excellent oral and written communication skills with the ability to provide clear communication to the general public and policy decision makers.
- Ability to effectively supervise Department staff and promote positive employee relations.
- Ability to deliver high level customer service both internally and externally.
- Knowledge of municipal planning, building codes and practices, and economic development principles and practices.
- Bachelor's degree in Urban Planning, Engineering, Public Administration or related field; master's degree in Urban Planning or designation as AICP or CBO.
- Minimum of five years of progressively responsible related experience.

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

### **Compensation and Benefits**

The starting salary range is \$95,513-\$117,010. DOQ. A comprehensive benefits package includes medical and dental insurance (also available to dependents), life insurance and membership in the Illinois Municipal Retirement Fund (IMRF). The Village also offers paid vacation, holidays and sick leave. Residency in the Village is not required.

### **Selection Process**

Candidates should apply to GovHRJobs.com with a resume, cover letter and contact information for three professional references by 5 pm on August 6, 2018.

For Questions Contact: Mike Earl, Senior Vice President, GovHR USA at (224) 261-8366 or mearl@govhrusa.com

*The Village of Westmont is an Equal Opportunity Employer*