

Job Title: Economic Development Manager (Economic Development Department)

VILLAGE OF SCHAUMBURG
Human Resources Department
101 Schaumburg Court
Schaumburg, IL 60193
<http://www.villageofschaumburg.com>

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and recently named one of the Top Ten Best Places to Live according to Money Magazine.

INVITES ONLINE APPLICATIONS FOR THE POSITION OF:

Economic Development Manager (Economic Development Department) with an online application deadline of 08/19/2018 or until 75 applicants have successfully completed the application process.

STARTING SALARY RANGE: \$72,471.00 - \$88,870.00 annually dependent on qualifications. Salary Range for this position is \$72,471.00 - \$105,090.00 annually.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

JOB SUMMARY:

This position is assigned administrative and management work designed to provide professional support to the Director of Economic Development. Position is responsible for implementation of economic development programs for the village, including planning, coordinating and monitoring programs and projects which are designed to retain existing business, attract new business and secure new economic investment.

Work assignments range from very specific and involved to very general responsibilities and are normally performed under minimal supervision and are subject to assessment through reports, conferences, and observation or results obtained. Assigned projects can include unique situations that arise in the village, sensitive or confidential issues, potential changes in village policies, or large scale projects which require interdepartmental cooperation and coordination. This position assumes responsibility for assigned projects and will be required to analyze different approaches to projects and make recommendations and/or decisions on how to address and manage the project and related problems. Supports the Director of Economic Development in planning, implementing and reviewing a variety of economic development initiatives including TIF District, marketing, communication, business attraction, business retention, tourism and workforce issues. Additional responsibilities may also include the preparation of materials for the village president, board of trustees, or advisory bodies of the village as directed.

JOB DUTIES:

Develops, coordinates, and/or administers economic development projects or initiatives at the direction of the Economic Development Manager, with little or no supervision. In the performance of these duties, the position is expected to make decisions on the best course of action for the Department. Responsible for marketing the village to prospective businesses; including collecting and compiling relevant census and statistical information as well as maintenance of business lists, building and space-available inventories, market absorption dynamics, and similar information needed by prospective businesses. Supports the marketing of the village's economic development efforts and new TIF District through reports, emails, website and other social media applications. Responsible for managing the advertising campaign and making related decisions in the best interest of the Village, including selection of local regional and national publications, and maintaining and recommending

advertising budget. Works with the Director of Economic Development to manage the Business Retention Visit Program by scheduling visits, taking notes at the meeting, and summarizing the visits for a year-end report. Assists in the end of year report of visit findings that will be presented to Village Board. Reviews and makes recommendations regarding Cook County incentive applications. Assists the Director of Economic Development in management and creation of TIF districts, including making budget recommendations, reviewing TIF agreements, preparation of required reports, project management, presentation to the Joint Review Board and other village boards and commissions. Attends and represents the village at events outside regular business hours to actively market and promote the village. Events will be related to economic development programs including Schaumburg Business Association programs, ICSC Shows, AIRE seminars, and others. Meets with property owners, developers, realtors, businesses, and prospective businesses. Analyzes needs and recommends sites and facilities to these individuals. Assesses fiscal impact of potential developments and coordinates issues within the village. Provides technical advice and assistance to other departments, various boards, commissions, and committees on economic development related items. Regularly attends meetings and presents reports and staff recommendations to boards and commissions. Provides support to the Schaumburg Business Development Commission (SBDC) by working with SBDC members to; select educational topics, select the featured business of the month, preparation of agendas, provide steering committee assistance and help with the general SBDC meetings. Performs other tasks and duties as assigned.

May serve as Economic Development representative on various committees in the village, the community or at the regional level. May monitor and analyze legislation for impact on the village; may represent the village in working with county and state elected officials to influence policies and laws. Conducts surveys on behalf of the village as well as responds to requests from other agencies and organizations. Supports the Department in the preparation, coordination and presentation of economic development materials at tradeshow, meetings, and other opportunities. Serves as one of the points of contact within the Economic Development Department for visitors, community, and organizational members to determine and implement appropriate response to inquiries and concerns. Responds to various outside complaints from the quarterly newsletter, Customer Service Requests/CSRs, or as directed.

QUALIFICATIONS:

Bachelor Degree in Urban Planning, Public Administration or closely related field. Master's degree is desirable. American Institute of Certified Planner (AICP) is desirable. A minimum of three years of experience in urban planning and economic development with municipal governments or planning agencies. Certification with the International Economic Development Council (IEDC) is desirable. Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment. Knowledge of GIS software preferred.

Comprehensive knowledge of the principles and practices of public administration, economic development and local government structure and services. Considerable knowledge of local government organizations, policies, and contracts. Considerable knowledge of research and analysis methods, statistics, cost analysis, computer modeling and report presentation. Ability to establish and maintain effective working relationships with members at all organizational levels and the general public. Ability to understand and analyze politically complex situations. Able to consider a variety of options and make an independent decision on the best course of action. Ability to learn and perform any specialized operations of the department and work accurately with figures and numbers. Ability to make decisions in accordance with established regulations, procedures or policy. Ability to make disposition of problems and exercise good judgment in handling controversial issues and situations in a courteous and tactful manner. Interpret and administer federal, state and local laws relating to municipal issues. Must possess considerable organizational skills to develop implementation plans and schedules for projects and other special assignments. Skill in assessing and prioritizing multiple tasks, projects and demands. Considerable knowledge of sources of information related to problems of local government. Skill in independently conducting research, analyzing findings, writing clear and accurate reports, documents and correspondence. Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Necessity to effectively communicate both verbally and in writing. Prolonged periods of concentration, proofreading, and extensive computer work. A considerable amount of independence, with the ability to

manage workload and immediacy, importance, and timeliness of certain projects. Ability to cope with numerous interruptions.

BENEFITS:

The Village of Schaumburg has a competitive benefit package which includes: Section 125 cafeteria plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, and sick leave.

SELECTION PROCESS:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER