



Position Announcement

Community Development Deputy Director

Posting Date: November 8, 2021

CLOSING DATE: November 24, 2021 at 5:00 p.m.
HIRING RANGE: \$96,257.09 - \$114,235.96, D.O.Q., with a competitive benefit package
HOURS PER WEEK: 40+ hours per week. Attendance at night meetings, and occasional weekend hours may be required.

The Village of Algonquin is seeking a professional, dedicated, team-player who is ready to join our team as the Community Development Deputy Director in the Community Development Department.

GENERAL DUTIES: Under the general supervision of the Community Development Director, the Community Development Deputy Director is a key member of the Community Development Department's senior leadership team and leads day-to-day operations. This role is responsible for performing or assisting with all aspects of administration, planning, budgeting, directing, and supervising activities of the Department in addition to providing primary oversight of all planning, zoning, land development, and Geographic Information System (GIS) functions. This role assists in coordinating economic development, building permit processing, and code enforcement responsibilities. The position will have a high degree of interaction with residents and the development community, as well as a moderate degree of interaction with Village leadership, periodically attending Board meetings in the absence of the Director and/or Senior Planner. The core values of the department are innovation, communication, and exceptional customer service for both the internal and external customer.

REQUIREMENTS:

Education/Experience: The successful candidate should have a Bachelor's degree in public administration, architecture, construction management, urban planning or closely related field; a Master's degree is preferred, five (5) years of experience, and at least one (1) year in a supervisory position, or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. Professional AICP certification desirable. Extensive knowledge of principles and practices of municipal planning, economic development, and land development, including land use planning, zoning, subdivision regulation, research, statistics, and planning law is desired.

Skills: This role requires a high energy, approachable, and detail-oriented individual with excellent verbal and written communication as well as superior technical/analytical knowledge along with strong project management and people management skills. Also required for this position is the ability to read and interpret site, engineering, landscape, and building plans and to determine compliance of plans with applicable zoning and subdivision ordinances and comprehensive plans, and considerable knowledge of civil and traffic engineering principles and practices, construction practices, municipal building, property maintenance, and code enforcement procedures. Ability to analyze, create, and recommend policy and procedure changes when necessary. Ability to work well in a team environment.

Additionally, this position requires outstanding organizational skills, a high degree of accuracy/attention to detail with multi-tasking capabilities, the ability to work independently and prioritize tasks to meet deadlines, and to learn and perform any specialized operations of the department. Must ensure best in class customer service is provided to both internal and external customers. The successful candidate must have comprehensive knowledge of the principles and practices of public administration and local government structure and services, working knowledge of local government organizations, policies, and contracts. This role also requires proven proficiency in the use of Microsoft Office, including Word and Excel, database programs, email and internet, and knowledge in GIS applications.

TO APPLY: To learn more about this opportunity, please visit <http://www.algonquin.org/deputydirector>.
Please, no phone calls. The Village is an EOE employer.