



CITY OF DECATUR
invites applications for the position of:

Neighborhood Inspections Manager

SALARY: \$59,100.00 - \$98,200.00 Annually

DEPARTMENT: Economic & Community Development - Management

OPENING DATE: 04/06/22

CLOSING DATE: Continuous

JOB SUMMARY:



CITY PROFILE

The City of Decatur (Population 73,500) is the largest city and the county seat of [Macon County](#) in the State of Illinois. Decatur was founded in 1829 and is located 40 minutes from Springfield and less than 3 hours from St. Louis, Indianapolis and Chicago.

With a staff of approximately 450 full-time employees and an annual operating budget of \$180 million, Decatur seeks to improve the quality of life for its residents by becoming a premier public service organization in Central Illinois, strengthening its place as a center of modern industry and manufacturing, and revitalizing some of its older neighborhoods.

Decatur offers award-winning parks and recreational opportunities, restaurants, live entertainment and shopping in a recently redeveloped Downtown.

NEIGHBORHOOD INSPECTIONS MANAGER

The City of Decatur is seeking an energetic, passionate, empathic and accomplished professional to serve as the next Neighborhood Inspections Manager. The ideal candidate will have well-rounded management experience in public and/or private sectors with a focus on neighborhood revitalization. This role requires an individual that is personable and understands how to resolve conflict in a diplomatic manner. The Neighborhood Inspections Manager is a mid-level management position that supervises, reviews, coordinates, assigns, and participates in the operations and activities of code enforcement. This includes implementing City activities related to setting and ensuring compliance with applicable ordinances, codes, nuisance properties, health and safety, blight, demolition, vacant, abandoned and deteriorated properties.

VISIT

Downtown Decatur

Experience the new Downtown Decatur, which recently underwent a \$14 million makeover imagined as the next step in efforts to bring a new look, feel and energy to the city's Central Business District. The three-phased plan added new sidewalks, landscaping, lighting, recreational opportunities and has already spurred a return to prominence of the city's downtown in the form of new businesses and jobs, entertainment options and the creation of a destination for both local residents and visitors.

Lakeshore Landing Lakefront Development Project

The Decatur Park District and the City continue to work together to bring a new face and amenities to the Nelson Park lakefront. The development recently opened a new waterpark and hopes to add new restaurants and recreational amenities, boat docks and other exciting family oriented activities.



THIS OPPORTUNITY

The new neighborhood inspections manager will report directly to the Director of Economic and Community Development and become a key member of the Department's leadership team. This position will work closely with the Central Illinois Land Bank Authority (CILBA), Macon County Trustee, International Building Trades and Realtors to identify abandoned properties that may be a fit for rehabilitation and put back into productive use through our Abandonment to Rehabilitation Program.

Check out what we have going on in Decatur, at:

<https://www.limitlessdecatur.com/>

<http://www.decaturmagazine.com/>

<http://www.devonamphitheater.com/>

WORK

Decatur is the North America home of agribusiness giant Archer Daniels Midland Co., a leading producer of food ingredients that help feed the world and of the next wave of renewable fuels that power our daily lives. Branches of renewable food producer Tate & Lyle and mining manufacturer Caterpillar Inc. also have a large manufacturing presence in Decatur, along with industry leaders in healthcare, pharmaceuticals, technology, foundry, forge manufacturing, education and human services. Forbes Magazine ranked Decatur second in the country for having a thriving agriculture economy. *Business Facilities* magazine ranked the Decatur area third for logistics hubs in the nation, a place where nearly \$1 billion in capital investment is planned or underway in the region.

Decatur is the Midwest Inland Port. The intermodal container shipping and receiving facility offers direct access to three Class I railroads, four interstate highways and a major U.S. highway providing importers and exporter's flexible access to coastal export markets. Decatur provides proximity to 95 million customers within a day's drive. It is the only inland port in the nation with access to 3 major rail providers on one privately owned ramp, all without the wait time of ports located in high traffic metros.

In the healthcare field, both St. Mary's Hospital and Decatur Memorial Hospital continue to grow. Decatur Memorial remains in the midst of a \$39 million three-part expansion while St. Mary's recently completed the first phase of its \$31 million construction and expansion project. Both projects continue to position Decatur as a regional and national healthcare leader.



The City of Decatur Economic and Community Development Department has 29 employees. The Divisions of the Department include: Building Inspections, Neighborhood Inspections, Neighborhood Revitalization, and Planning. The neighborhood inspections division has 8 employees and a divisional budget of \$1.3 million. The City Council has allocated an additional \$2.1 million of American Rescue Plan funds to the neighborhood inspections division to combat vacant, abandoned and deteriorated properties over the next three years.

MAJOR DUTIES:

1. Plans, prioritizes, assigns, supervises, reviews, and participate in the work of staff responsible for performing duties in support of the City's local code enforcement ordinances and operations.
2. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
3. Receives and responds to all citizen complaints and reports from other divisions, departments, and alleged violations of existing structural, environmental, and rodent, garbage collection and related municipal codes and ordinances.
4. Mediates disputes and/or disagreements between property owners or tenants and division inspectors.
5. Supervises the initiation and preparation of demolition cases; monitors demolition contractors and activities.
6. Attends neighborhood meetings and coordinates division code enforcement and City community improvement activities with neighborhood and community action groups.
7. Prepares evidence and/or correspondence in support of legal notices, legal case preparation and court testimonies; appears in court as necessary.

KNOWLEDGE & SKILLS:

EDUCATION AND EXPERIENCES

The ideal candidate should have:

- Associates degree in Construction, Architecture, Planning, or related field and five years responsible experience in community development and municipal code enforcement or any equivalent combination of education and experience. A Bachelor's Degree is a plus.
- Three to five years of experience at a middle managerial level in any of the following: commercial and residential development and redevelopment, either in a municipal,

quasi-public, or private economic development agency; planning, directing and controlling urban development programs and staff.

- Proven track record for turning around neighborhoods facing significant physical decline and in designing and implementing programs to improve health, safety and quality of life in neighborhoods.
- Thorough knowledge of State and local laws, ordinances, land and property ownership practices and processes, municipal housing standards and building inspection codes.
- Skill in organizing and analyzing statistical data to include preparing budgets and monitoring expenditures.
- Thorough knowledge of State laws, charter ordinances and requirements governing housing standards in Macon County and the City of Decatur.
- Skill in communicating clearly and effectively orally, in writing and in public speaking.
- Skill in planning, supervising, scheduling and controlling work of divisional subordinates.
- Willingness to make a long-term commitment to service in Decatur.
- Able to coach, counsel, guide and mentor divisional staff members, and generally establish and maintain productive and positive working relationships with city employees, external partners and the general public.
- Property Maintenance Certification is required within two years of assuming position

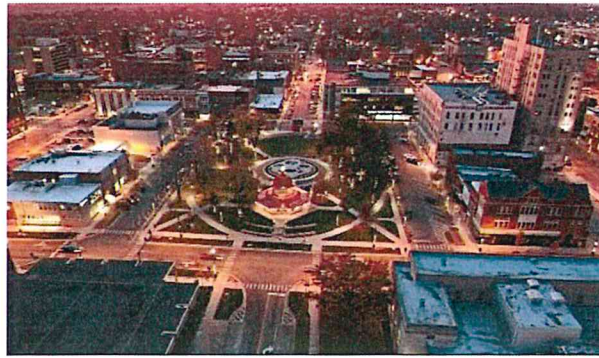
SUPPLEMENTAL INFORMATION:

LIVE

The City of Decatur, includes more than 22 miles of scenic shoreline alongside Lake Decatur. Decatur remains a leader in American industry and technological breakthroughs, producing many of the products that feed the world and it is developing innovative and sustainable practices and green initiatives that are an increasingly key component of the 21st Century global economy.

Following a period of population decline, Decatur is on the rebound. Decatur recently ranked as a top 12 Best Illinois Cities for Families, a Top 50 Best City for Global Trade, one of the Top 50 Safest Cities in Illinois and a top city in the country for physicians to live. Today the Decatur Park District plays host to more than 7,500 youth and adult athletes through locally run programs including baseball, soccer, softball, tumbling, wrestling, basketball, Special Olympics and others. Decatur has three award winning golf courses including Red Tail Run, a recently opened signature course designed by legendary PGA Hall of Famer Raymond Floyd.

The Decatur Airport provides daily passenger service to St. Louis and Chicago O'Hare; the City operates the regional public transit system. Because the City owns Lake Decatur, it will be looking to make improvements to existing lakeside development and marina facilities in the years ahead.



SALARY AND BENEFITS

The salary range is projected to be \$59,100 – 98,200 DOQ. Residency inside the corporate limits of Macon County within twelve months is required.

The City is pleased to offer a comprehensive benefits package that includes health, dental, life, 457-deferred compensation plan and pension through the Illinois Municipal Retirement Fund.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decaturil>

Position #18-00174
NEIGHBORHOOD INSPECTIONS MANAGER
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#1 Gary K. Anderson Plaza
Decatur, IL 62523
217-424-2805
