

# CITY OF WARRENVILLE

## Assistant Community Development Director

Under the general supervision of the Director of Community and Economic Development, this position is a key member of the Community Development Department's senior leadership team. It is responsible for performing or assisting with all aspects of administration, planning, budgeting, directing and supervising activities of the Department. It provides primary oversight of all planning, zoning, land development and Geographic Information System (GIS) functions. It assists in coordinating economic development, stormwater and floodplain management, building permit processing, and code enforcement responsibilities. Below is a snapshot of some of the job duties and minimum requirements of this position.

### **Job Duties**

- Coordinate review of all private development projects by City staff, Commissions, consultants and City Council.
- Assist Director in management of important, high-profile development and economic development projects.
- Function as primary staff liaison to the Plan Commission and Zoning Board of Appeals.
- Provide oversight and staff support to other Commissions and Committees.
- In the absence of the Director of Community and Economic Development, assumes all duties of the Director.
- Represent the Community Development Department in public and official capacities, including presentation of oral and written reports, projects, and agreements at public meetings.
- Initiate and implement public information strategies that effectively inform and engage the public on Department led initiatives.
- Mentor, train, and develop subordinate employees.
- Stay abreast of best practices, current trends, and new legislation involving how municipal community development-related services are provided.
- Oversee the City's GIS system.

### **Minimum Requirements**

- Bachelor's degree in urban planning, architecture, public administration, or closely related field required. Master's degree preferred.
- Eight (8) years of experience in municipal planning or community development, and five (5) years of supervisory experience preferred, 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 and land development, including land use planning, zoning, subdivision regulation, research, statistics, and planning law.
- 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.
- Considerable knowledge of civil and traffic engineering principles and practices, construction practices, municipal building, property maintenance, stormwater and floodplain management codes, and code enforcement procedures.
- Considerable knowledge of ESRI suite of GIS software.

Schedule and hours average 40 hours per week and are generally from 8:00 a.m. to 5:00 p.m. The hiring salary range is \$92,094 – 108,492. This is a full-time, exempt position with benefits including health and life insurance, IMRF pension, and benefit time. Interested applicants should submit a job application, cover letter, and resume via email to [amorgan@warrenville.il.us](mailto:amorgan@warrenville.il.us) or mail to:

**City of Warrenville**  
Attention: Alma Morgan  
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