



JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Community Development
POSITION TITLE:	Director of Community Development
PAY GRADE/RANGE:	137: \$128,237.17-\$196,635.83/annually
FLSA STATUS:	Exempt
OPENING DATE:	September 26, 2022
CLOSING DATE:	October 17, 2022

*Starting salary is dependent upon qualifications

NATURE OF WORK:

The Director of Community Development is a key leadership position that is part of the City Manager’s Executive Team. The position oversees and directs the activities and services of the Community Development Department. This person leads and directs the activities for the the divisions of Building and Inspection Services, Planning and Zoning, and Housing and Grants. The position has oversight and is responsible for all activities in the department including planning, development, zoning, land use, historic preservation, building permits and licensing, and housing and grants administration. Responsibilities also include staff development, public service, public relations and development, budgeting, and planning. The position serves as the staff liaison to the City Council’s Planning and Development Committee. This person is required to attend City Council, Council committees, other City committees, neighborhood groups, and meetings with other agencies as needed in order to further the goals of the Department and the City of Evanston (typically, six to eight evening meetings per month).

GENERAL ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Supervise a department of approximately 35 FTEs and a budget in excess of \$8 million.
- Research and recommend policy direction to the City Manager and is responsible for implementing policy decisions of City Council.
- Responsible for overall needs assessment, planning, coordination, program development and evaluation within all activities of the department, requiring an appropriate collaborative relationship with the involved Boards and Commissions and other City Departments.
- Organizes, directs, and reviews construction projects, and oversees building and property maintenance inspections for code compliance and permit issuance.
- Responsible for the oversight of commercial, public and private building plan and specification reviews;
- Formulates and recommends code revisions for the Department.
- Directs and participates in long-range planning for the department to improve internal functions and delivery of services to the community.
- Directs and reviews the operations of the Department; gives advice and makes decisions to resolve specific or complex problems.
- Evaluates long and short-term projects, as well as daily operations, to keep the services of the department current with public/community needs.
- Performs staffing and supervisory duties; evaluates next level of subordinates and support staff; reviews overall staffing patterns, work schedules, and evaluations; may conduct or oversee the training and orientation of new employees.
- Prepares annual and special reports; agendas, budgets, etc. for the department.
- Acts as representative to professional associations in the area to share ideas and information in the on-going improvement of the Evanston community.
- Oversees preparation of the annual department operating budget, including both revenue and expenditure history analysis and future projections.
- Attends night and weekend meetings as required.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a bachelor’s degree from an accredited college or university and relevant experience applicable to the position. Must possess seven (7) or more years of experience in planning, community development, code enforcement, building construction, affordable housing, or grant management and five (5) or more years of experience in a supervisory capacity. Work experience in municipal government is preferred.
- Must possess a valid driver’s license and a safe driving record.
- Knowledge, skills, abilities, and other characteristics in the following areas:
 - Planning, organizing, directing and conducting the administrative and management functions of a multi-divisional department.

- Community Development and federal and state requirements and guidelines relating to this field.
- Management concepts and strong customer service.
- Problem solving, management and budgeting.
- Communication, including written, verbal, listening, and public presentation skills.
- Working with an economically and ethnically diverse staff and community.
- Coordinating and supervising the activities of others and providing guidance and direction to management and other personnel.
- Business software applications, including but not limited to word processing, spreadsheet, relational databases, and presentation software; ability to learn software programs and applications used by the City of Evanston.
- Establishing and maintaining effective working relationships with a diverse group of City officials, staff and citizens throughout the City and outside of the organization.
- Learning, understanding and applying federal and state statutes and financial requirements, City ordinances, rules, regulations, and procedures.
- Creating project plans and managing multiple projects simultaneously.
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- Adapting to changing goals and initiatives.
- Articulating complex issues in a manner understandable to all audiences.

PHYSICAL REQUIREMENTS OF WORK:

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 20 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.

There are no environmental hazards associated with this classification.

SUPERVISION:

The Director of Community Development reports to the City Manager’s Office, and works independently within the overall framework set by the City Manager. Performance is reviewed through observation, completion of projects, status reports, conferences, and on-going communication with the City Manager’s Office. Work is evaluated at least annually; financial expertise, achievement of goals and objectives, problem-solving ability, analytic skills, communication skills, presentation skills and performance are reviewed in accordance with this classification standard by the City Manager’s Office.

PUBLIC CONTACT:

This position has regular and frequent contact with City officials, City employees, members of the public, and representatives of other agencies. The director serves as the City’s official representative at meetings, presentations, conferences, and related matters directly related to the Department.

SELECTION METHOD

Structured Oral Interview

To view the full job description and apply for this position, please visit www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).