

# The City of Crystal Lake, Illinois



*Invites your interest in the position of*

## Director of Community Development

## AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to provide future vision and guidance to the Community Development Department in the largest community of McHenry County.

Crystal Lake is a city with a rich history, rewarding quality of life and tremendous community spirit. With its high quality retail, residential and service sector development, Crystal Lake has been a major economic engine in Northeastern Illinois for the past decade.

Located 50 miles northwest of Chicago, Crystal Lake residents enjoy the many employment, cultural, and recreational opportunities of a major metropolitan city, yet live in a pleasant, small-town atmosphere.

Originally incorporated as a farming village in 1874, Crystal Lake became a City in 1914 and has retained its charming historical downtown as a reminder of its rural beginnings. While retaining its own unique civic identity, Crystal Lake is more suburban in character and is a residence of choice for many who work in the Chicagoland area.

The City's population in 2010 was 40,743. The City encompasses 18.7 square miles of land with 15,176 households, an average household income of \$106,989 and a median home price of \$227,300.

## THE POSITION

Under the general direction of the City Manager, the Director of Community Development provides leadership, direction and oversight for the overall operation and activities of the Community Development Department. This position works in an environment that is both politically and financially stable.

## CANDIDATE CRITERIA

- Bachelor's Degree in Urban and Regional Planning, Architecture, Business, Public Administration, or closely related field; American Institute of Certified Planners (AICP) certification is preferred, Master's Degree in a related field or CECD accreditation is desirable;
- At least five years of experience in municipal planning managing and directing the operations of the department with some experience in each of the areas of the Department including planning and zoning, economic development, building permits, GIS, and code enforcement functions of the City;
- Strong understanding of the principles and practices of business recruitment and retention, redevelopment and revitalization, combined with a comprehensive knowledge of the applicable strategic planning skills and understanding of how local government can assist development projects, ranging from planning, entitlements, and permitting;
- Outstanding communication skills in speaking, writing, and listening, exhibiting diplomacy and finesse, and having the ability to break highly complex issues into simple pieces that everyone can understand;
- Achievement-oriented with stellar management and planning credentials to partner with City officials to encourage the kind of redevelopment that will maintain the City's charm while moving it forward and continuing to make it an attractive place for residents and businesses alike;
- Politically astute with experience developing and nurturing relationships with government officials, businesses, boards, and staff. Experience in evaluating return on investment strategies as part of assessing the City's incentives for development projects that meet targeted economic development objectives;
- Experience expanding marketing strategies and real estate development with a successful history of development activities with a proven track record of working to promote good community relations with experience in cultivating public-private relationships.
- Well-versed in community engagement; exhibits a passion for providing excellent customer service while maintaining strong connections to the community and respecting the importance of two-way communication with internal and external stakeholders; and
- Effective coaching/mentoring skills with relevant team building experience and conflict resolution skills.

### Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the City Manager and Mayor/City Council, and the community at large;
- An **innovator** who is current on technology and committed to utilizing it to its fullest;
- A **leader** who can effectively allocate resources and keep abreast of industry trends with the ability to visualize how good solutions may be applied in Crystal Lake;
- A **professional** who demands excellence and will be a positive public face of the Department, is well-respected by the community development staff, and is an effective organizer;
- A **collaborator** with other Department Directors and a problem-solver;
- A **mentor** who is committed to regular training and career development for self and all staff members; and
- A **motivator** who maintains a high-energy atmosphere of teamwork where work is productive and enjoyable, and provides employees with information, resources, and incentives, as well as a respectful and fair work environment.

## AN EXCEPTIONAL COMMUNITY

The City of Crystal Lake is a politically and financially stable community. The City is proud that residents have a high level of satisfaction in their quality of life. The result of a previous National Citizen Survey™ (The NCS) is summarized below.

- The overall quality of life in the City of Crystal Lake was rated as “excellent” or “good” by 89% of respondents.
- 88% reported they plan on staying in the City of Crystal Lake for the next five years.

In 2015, the City was named the 10<sup>th</sup> *Best Small City in America* by [WalletHub](#), a personal and small business finance advisory group. Rankings for this honor correspond to twenty-two different criteria, measuring attributes from the quality of life and cost of living to the number of restaurants per capita. Crystal Lake’s education and health scores topped the scales for school system quality and the availability of medical services.



## JOB DUTIES/RESPONSIBILITIES

- Establishing and maintaining effective working relationships with the Mayor/City Council, City Manager, City Department Directors, business and community groups, other organizations, state and federal officials, and representatives of the news media and public;
- Actively moving forward on the retention and recruitment of businesses in Crystal Lake;
- Developing, maintaining, and expanding the City’s marketing and promotion initiatives;
- Overseeing the selection, training, performance management, and development of employees in the Community Development Department in accordance with City policy;
- Advising developers on City ordinances and regulations; reviewing plans, offering suggestions when appropriate on changes needed to meet code, and assisting in initial plan development to ensure codes are met; assuring the quality, accuracy, timeliness, completeness, and compliance with local and state codes;
- Assisting the Planning and Zoning Commission by providing technical and administrative expertise including preparing legal notices, written and oral, interpreting existing codes, laws and practices regarding site development, and providing technical expertise in annexation petitions;
- Providing direction to land/building developers and reviewing proposed development plans to ensure compliance with City codes and ordinances, which may impact decisions;
- Determining and recommending the appropriate policies for varied appointed commissions and committees concerned with land use and construction, annexation issues, economic development, historic preservation, and other issues as needed;
- Reviewing, developing, and implementing internal controls as well as new processes and procedures to ensure accuracy, efficiency, and transparency;
- Investigating and/or responding to citizens’ questions, concerns and/or complaints relating to the Community Development Department;
- Modeling for staff that all work performed in the Community Development Department meets the City’s high standards for customer service, accuracy, quality, and efficiency;
- Effectively managing the budget that is related to his/her organizational responsibilities and within his/her control;
- Developing and implementing strategic and long-range plans for the Community Development Department consistent with the City’s long-range plans;
- Directing activities of the Community Development Department to ensure that appropriate communication and coordination of efforts occur with other departments of the City and all other state and federal agencies;
- Dedicating all efforts so that the City’s mission, goals and objectives are fully initiated and supported; and
- Performing other duties and responsibilities as assigned.





## QUALITY OF LIFE

With over one thousand acres of dedicated parks and open space, residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling, and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating, and more, in a unique natural environment with pristine clear waters.

Crystal Lake is home to one of the highest-rated elementary and high school districts in the State of Illinois. Students can take advantage of the higher learning opportunities offered by McHenry County College.

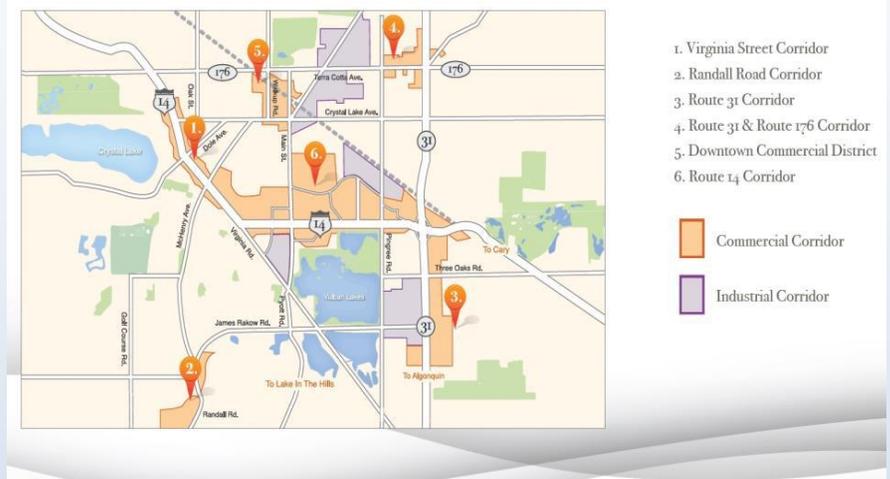
Numerous entertainment opportunities exist in Crystal Lake. Live theatrical performances, concerts, and other cultural events are regularly held at the Raue Center for the Performing Arts. Numerous area restaurants allow patrons to enjoy the meal of their choice before or after shows. Shoppers can patronize a variety of stores and service providers that range in size from small independents to large nationally-recognized chains.

The City of Crystal Lake is a regional leader in the areas of planning, growth management, and municipal services. The City offers residents a variety of excellent, high-quality programs and services at one of the lowest municipal tax rates in the area.

## STRONG ECONOMY

Crystal Lake benefits from a strong and diverse local economy. This is evidenced by the fact that Crystal Lake is one of the top 20 Chicagoland communities with over \$1 billion in retail sales every year. The City offers superior government services while providing maximum value to our residents and businesses. Combined with our reasonable zoning and permit fees, the cost of doing business in Crystal Lake is kept to a minimum to help businesses remain competitive and profitable.

Crystal Lake contains over 2.3 million square feet of retail space and nearly 30,000 jobs throughout the commercial, office, and industrial base.



Crystal Lake is an easy drive from O'Hare International Airport. The business community benefits from the triangular network of State highways (Routes 14, 31, and 176) and is close to Interstate I-90. The Union Pacific rail line provides easy access to downtown Chicago through the Metra commuter rail service, operated out of two commuter train stations.





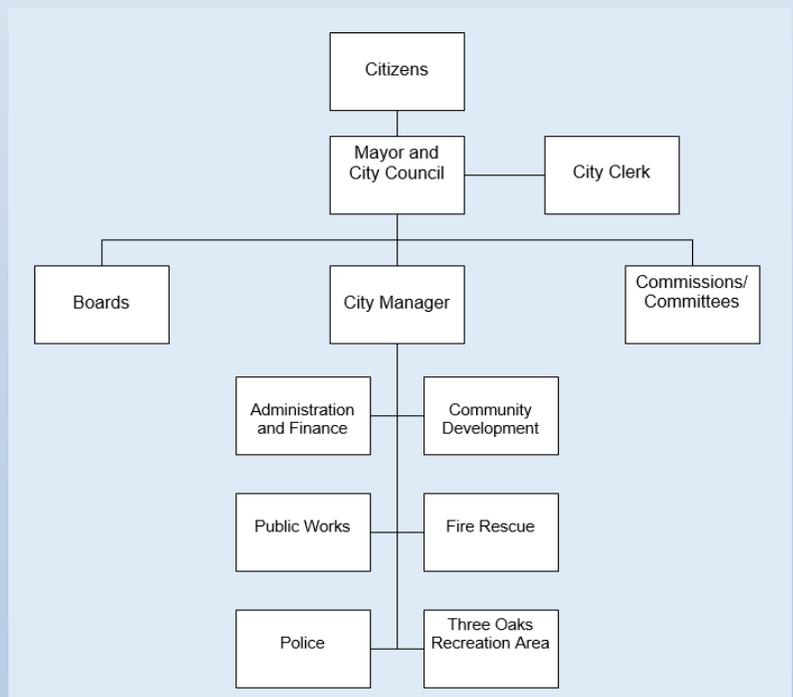
## CITY GOVERNMENT

The City of Crystal Lake operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional manager. The seven-member legislative body, the City Council, is comprised of the Mayor and six Council Members elected at-large by the Crystal Lake citizenry. The Mayor and City Council are responsible for creating City laws and setting policy direction. Once the Mayor and City Council create a policy or approve a course of action for the City, the City Manager is responsible for executing/implementing the policy.

The City Manager is responsible for overseeing all City departments and has been in his position for over eighteen years. The City Manager is also responsible for all employment decisions.

The City administrative organization is comprised of a number of professionally staffed functional units: *Administration*: City Manager's Office, Information Technology, Human Resources, and Finance; *Public Works and Engineering*: Engineering, Water and Sewer, Wastewater, Fleet and Facility Services, and Streets; *Community Development*: Building, Planning and Economic Development; *Public Safety*: Fire Rescue and Police and *Three Oaks Recreation Area*. The City is a full-service municipality with an AA+ bond rating. The City has a current annual budget (all funds) of over \$100 million, with over 360 full-time, part-time and seasonal personnel. Teamwork and cooperation between departments is highly valued, with all Departments enjoying particularly strong relationships.

## ORGANIZATIONAL CHART



## COMMUNITY DEVELOPMENT DEPARTMENT

The Director of Community Development, who reports directly to the City Manager, leads a Department of 13 full-time and 2 part-time personnel.

The current director is retiring after 25 years of service with the City to relocate out of state.

The Community Development Department is responsible for administering, planning, and enforcing the City programs and ordinances with regard to land use, economic development and construction.



## COMPENSATION AND BENEFITS

The Fiscal Year 2021-2022 salary range for this position is up to \$178,012, commensurate with knowledge, skills and experience.

The City of Crystal Lake provides an excellent fringe benefit package to its full-time employees that includes medical, dental, vision and prescription benefits, life insurance coverage, professional development programs, technology incentives and more.

Please see the Crystal Lake city website at [www.crystallake.org](http://www.crystallake.org) for additional information regarding the community.

## HOW TO APPLY

Interested individuals should submit an application package, including a letter of interest, resume, three professional references, and a completed application to Julie Meyer, Director of Human Resources. The employment application and requested attachments can be completed online [HERE](#). The position will remain open until filled. Applications will be considered as they are received.

Finalists will be invited for on-site interviews. A comprehensive reference check and background investigation will be conducted by the City of Crystal Lake on the selected candidate.

For additional information on this exceptional opportunity, please contact:

Julie Meyer, Director of Human Resources  
City of Crystal Lake  
100 W. Woodstock Street  
Crystal Lake, IL 60014  
Voice: 815-356-3653 / Fax: 815-356-3690  
Email: [jmeyer@crystallake.org](mailto:jmeyer@crystallake.org)

The City of Crystal Lake is an Equal Opportunity Employer. The City of Crystal Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, sexual orientation, military status, gender identity, or disability in employment or the provision of services.

