

A. DEPARTMENT OF COMMUNITY DEVELOPMENT

21.211. CREATION: There is hereby created a Department of Community Development for the Village of Machesney Park, Illinois. The Department shall have a Coordinator and such positions of employment as the Village Board may authorize from time to time. The Department, under the supervision of the Community Development Coordinator, shall be responsible for community and economic development matters and programs, property standards (such as the maintenance of private property and structures and other related matters pertaining to private property), annexations, zoning ordinance administration and any other items referred to the Department by the Village Administrator or the Corporate Authorities. The Department shall also be responsible for planning and zoning matters of Village, including, but not limited to, implementation of the Master Plan, assisting the Planning and Zoning Commission in carrying out its duties and powers, planning issues and programs, annexations, annual appropriation, special projects as directed by the Village Administrator, examination of applications (Special Uses, Variances, Text Amendments, Map Amendments) pertaining to the use of land, building, or structures to determine if the application conforms with the provisions of the Zoning Ordinance and approval or disapproval of the application. (Amd. Ord. 04-12 - 03/19/2012)

21.212. COMMUNITY DEVELOPMENT COORDINATOR - APPOINTMENT: There is hereby created the position of Community Development Coordinator. The Community Development Coordinator shall be appointed by the Village Administrator, with the advice and consent of the Corporate Authorities. (Amd. Ord. 04-12 - 03/19/2012)

A. DEFINITION: The Community Development Coordinator shall be responsible for community and economic development policies and programs, supervision of attracting new and retaining existing commercial, business and industrial development, and special projects. The Community Development Coordinator reports directly to the Village Administrator. (Amd. Ord. 04-12 - 03/19/2012)

B. NATURE OF WORK: Perform responsible supervisory and technical work in economic and community development. Work involves responsibility for planning, organizing, reviewing and coordination of economic and community development activities.

C. EXAMPLES OF WORK: Functions as the Coordinator of Community Development of the Village government. This is a professional position with the primary responsibilities of initiating, developing, coordinating and supervising the implementation of all matters related to economic development programs as prescribed by the President and

Board of Trustees and other duties deemed necessary by the Village Administrator. This position requires a combination of skills regarding zoning, annexation, subdivision review, economic development, and grant writing.

1. Responsible for the supervision of all activities of the department.
2. Position requires attendance, as necessary, at regular and special Board meetings.
3. Upon request of the Village Administrator will represent the Village at any governmental function or meeting pertaining to the position.
4. Responsible for Public Relations activities, including preparation and issuance of press releases with advance copies to Village Administrator and President. (Amd. Ord. 04-12 - 03/19/2012)
5. Performs other duties as assigned.

D. REQUIRED KNOWLEDGE AND ABILITIES: Possession of a Master's Degree in Public Administration or related field (political science, urban studies, economics, geography) from a college or university of recognized standing. Three (3) years of progressively responsible, related experience; or any combination of experience and training which provides the required knowledge, skills and abilities.

E. ENVIRONMENTAL FACTORS: The position involves exposure to, and requires the employee to function in:

1. Weather Conditions: on occasion they may be required to work outdoors on a limited basis.
2. Lighting Conditions: on occasion they may be required to work in extreme lighting conditions, daylight and nightlight, with or without artificial lighting available, indoors and outdoors.

F. REQUIREMENTS OF WORK:

1. May walk, stand, kneel, or sit for long periods of time.
2. Ability to communicate effectively, verbally and nonverbally.
3. Ability to operate a telephone, typewriter, personal computer, photocopier, calculator, etc.

4. Ability to read and write.
5. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.
6. Work independently and effectively within the confines of standard operating procedures.
7. Maintain confidentiality in the performance of duties.
8. Tolerate and function effectively under stress.
9. Some experience in office procedures.
10. Ability to pass a pre-employment physical.