

County of Grundy Job Posting Administration



Date of Posting: December 1, 2023
Applications Accepted Until: Posted until filled
Job Title: Development Director
Department: Land Use
Reports To: County Administrator
FLSA Status: Full-Time, Exempt
Salary Rate: \$90,000 - \$110,000

SUMMARY:

The Development Director provides some leadership, oversight, and direction within the Land Use Department. Serving as an integral member of the County's Executive Leadership Team, the Development Director acts as an advisor to the County Board, County Administrator, and staff on a wide range of development issues, including but not limited to County development, planning, annexation functions, building and site development plan review and inspection, and economic development. The Development Director collaborates with County community leaders and Grundy County Economic Development in determining objectives and approaches to Grundy County's overall strategic objectives. A successful candidate will maintain an understanding of the issues affecting the Grundy County community and leverage that knowledge to drive decisions for the best overall outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides strategic leadership in all county/community development-related issues.
2. Manages the development, review, and approval of departmental strategic plans and associated work plans.
3. Manages the direction and management of departmental operations and services and the development of departmental policies and procedures.
4. Assists in the development and management of the interpretation, application, and enforcement of the County's Unified Comprehensive Plan.
5. Works to establish and evaluate departmental and county/community programs effectiveness and recommends improvements.
6. Directs highly visible projects that support the implementation of County Board and community priorities and directions.
7. Assists the County Board and Committees in the development of long-range developmental goals, plans, and strategies including capital improvement programs.
8. Assists in facilitating an efficient development process stimulating investment within the County.
9. Establishes and maintains a good liaison with other agencies, departments, administration, and outside community leaders.
10. Interfaces with municipal and township leaders to achieve coordinated, sustainable development.
11. Develops and implements procedures to maximize efficiency and cost savings.
12. Perform special assignments and projects as requested to include researching and preparing reports and presenting to management and County Board.
13. Implements strategic planning and execution and embraces aligning community development initiatives with larger organizational goals.

14. Navigates political relationships and fosters a working relationship with community and governmental leaders.
15. Collaborates with clerical and administrative personnel within the Land Use Department.
16. Assists in developing, recommending, and administering intergovernmental agreements between the County and other governmental units. Coordinates with county programs with those governmental units.
17. Performs other duties as assigned or required.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- Leadership style with extensive knowledge of and practice in government; ability to work closely with elected officials to continually enhance the quality of County services in the community.
- Strategic, forward-thinking leader excited by the opportunity to influence the continued growth of Grundy County.
- Visionary leader with a fresh, yet experienced voice and perspective to community development with the ability to think ahead, anticipate issues, and proactively develop solutions.
- Grant development and intergovernmental agreements.
- Execution, in conjunction with boards and Committees, in the development of long-range goals, plans, and strategies including long term revenue, expenditure plans, and capital improvement programs.
- Professional and engaging communication style applied equally and comfortably with residents, elected officials, the business community, and employees.
- Team-oriented management style that encourages opportunities for innovation while fostering accountability and consistent application of policy, practices, and procedures.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in the field of business or public administration; a Master's Degree in business administration, public administration, or related field preferred.
2. Five years of related experience as detailed in the Essential Duties/Responsibilities and Qualifications sections, and previous supervisory experience preferably in the public sector.
3. Or any combination of education, experience, and training which provides the required knowledge and experience.
4. Preference to Grundy County resident.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, see, and use fingers, hands, and arms. The employee is occasionally required to lift up to 20 pounds. Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to HR@grundycountyil.gov with "Development Director" in the subject line.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1- 103 of the Illinois Human Rights Act (775 ILCS 5/1-103).