

ORDINANCE NO. 1633

**AN ORDINANCE AMENDING THE POSITION OF
ECONOMIC DEVELOPMENT DIRECTOR**

WHEREAS, the City of Crest Hill previously created a full-time position of Economic Development Director; and

WHEREAS, the present and future growth and needs of the City of Crest Hill necessitates the modification of the Economic Development Director position to include community development matters; and

WHEREAS, the City of Crest Hill has accordingly determined that it is in the best interest of the City of Crest Hill to amend the position of Economic Development Director by reclassifying the position as Community Development Director with the duties and responsibilities as set forth in the job description, attached hereto as "EXHIBIT A" and incorporated by reference herein.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Crest Hill, Will Count, Illinois, as follows:

SECTION 1: Preamble. The Preamble of this Ordinance is incorporated herein by reference.

SECTION 2: Chapter 2.94 of the Crest Hill Code of Ordinances shall be modified by replacing the chapter in its entirety as follows:

CHAPTER 2.94: COMMUNITY DEVELOPMENT DIRECTOR

Section

2.94.010 Creation of position

2.94.020 Duties and responsibilities

§ 2.94.010 CREATION OF POSITION.

There is hereby created within the City of Crest Hill the position of Community Development Director who shall be appointed by the Mayor with the advice and consent of the City Council.

§ 2.94.020 DUTIES AND RESPONSIBILITIES.

The Community Development Director shall have those duties and responsibilities set forth in the position description attached as "EXHIBIT A" to Ordinance 1633 and incorporated by reference as if fully set forth herein, together with such other duties and responsibilities as may be assigned from time to time by the Mayor and City Administrator.

SECTION 3: Repealer. All ordinances or portions of ordinances previously adopted by the City Council that conflict with or are inconsistent with the provisions of this ordinance are repealed.

SECTION 4: Effective Date. This ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED THIS 1st DAY OF JULY, 2013.

AYES: Ald Sklare, Gazal, Oberlin, Thuringer, Convery and Inman
NAYS: Ald Dyke and Vershay
ABSENT: None

Vicki Hackney
Vicki Hackney, City Clerk

APPROVED THIS 1st DAY OF JULY, 2013.

Raymond R. Soliman
Raymond R. Soliman, Mayor

ATTEST:

Vicki Hackney
Vicki Hackney, City Clerk

**City of Crest Hill
1610 Plainfield Road
Crest Hill, IL 60403
(815) 7241-5100
www.cityofcresthill.com**

**TITLE: COMMUNITY DEVELOPMENT DIRECTOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY ADMINISTRATOR**

This is responsible administrative work related to the management of the City of Crest Hill economic development program, plans and services. Duties are performed with a considerable amount of independence under the general supervision of the City Administrator. This position is part of the management team. Work includes administration of all Planning and Economic Development within the City of Crest Hill, the creative development of systems, material, programs and plans to promote business development and retention within the City, oversees completion of the Comprehensive Zoning Plan, as well as providing staff support to the Mayor and City Council

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Aggressively recruits new industrial and commercial businesses for the community. Serves as the public relations and economic development liaison to the local, regional and national press.
- Plans, evaluates and implements activities which foster economic development in the City of Crest Hill and its planning area.
- Plans and implements projects which promote existing vacancies in industrial parks.
- Assists existing commercial and retail developers, center owners and operators in establishing programs to retain existing businesses, attract new businesses, and rehabilitate properties as needed. Develops working relationships with development professionals to enhance business development opportunities.
- Formulates and implements short and long range community & economic development goals for the City. Coordinates activities with other Departments and agencies as needed. Provides recommendations regarding business attraction and business retention activity.
- Prepares and administers plans and/or zoning codes within the policies of the Planning Commission and the City Council and proposes new policies and/or operating guidelines for adoption. Oversees the development and/or revision of the City's Comprehensive Zoning Plan.

- Facilitates community development meetings, assists business owners in the identification of community-wide problems and assists in recommending resolutions to said problems. Lead facilitator in developing and maintaining lines of communication between the City and community business in order to create a public/private partnership environment.
- Performs various public relation activities to promote the City of Crest Hill at local, regional and state levels. Represents the City at trade associations and seminars.
- Develops and maintains a comprehensive inventory of available buildings and sites, in and adjacent to the community for economic development purposes. Maintains contact with land owners, brokers, developers, local banking institutions, Chambers of Commerce, etc. regarding available properties suitable for business development.
- Conducts proactive marketing of the community to businesses, brokers, site selectors and other economic development professionals. Attends trade events and other outside functions for purposes of marketing the City which may lead to business development within the community. Responsible for web site development and enhancement as well as managing the City's social media accounts.
- Conducts research of incentive alternatives in surrounding communities. Evaluates incentive opportunities and performs research and sensitivity analyses concerning potential incentive scenarios.
- Prepares reports for the Mayor, City Council and City Administrator as requested and works with the City Council Economic Development Committee.
- Performs other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical: Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Customer Service: Manages difficult or emotional customer situations; responds promptly to customer needs; solicit customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Planning/Organizing: Prioritize the plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Adaptability: Adapts to change in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality: Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability: Follows management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Independent Motivation: Possesses initiative to act to improve the operations of the department.