



Community & Economic Development Director
Job Description

Position Summary:

This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of the Community & Economic Development Department for the Village of Brooklyn. Under the general supervision of the Village Manager, the Community & Economic Development Director plans, directs, and administers the Village's economic development initiatives, including business development that will enhance jobs, tax base, blight removal, parks, recreation, and community and neighborhood needs. Researches, recommends, and implements programs and services to meet the needs of the Village. This position will work in partnership with the Corridor Improvement Authority, the Planning Commission, and the Parks Board to lead and develop efforts to move the community forward. Serves as liaison to various external boards, committees, and commissions, that align with the position, as needed.

In each of these areas, the Village Manager shall provide guidance, direction, and oversight, but the Community & Economic Development Director shall ultimately be responsible for their own work product and shall be expected to provide satisfactory progress in all areas of development. The Community & Economic Development Director shall make recommendations related to community development to the Village Manager, in conjunction with the public policies developed and decided by the Village Council. The Community & Economic Development Director may also make recommendations to the Village Council regarding proposed programs and policies that relate to economic development, planning and zoning, blight remediation, and other community development issues. Grant writing, grant procurement, grant administration, and grant reporting duties are also part of the responsibility of the Community & Economic Development Director, who, along with the Village Manager, shall help oversee all Village grants.

Appointment and supervision: The Economic and Community Development Director is appointed by and reports to the Village Manager. This position will have oversight of part-time staff/contractors within zoning and developing community opportunities.

Essential Job Functions: An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee

may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Serve as Zoning Administrator to develop and administer programs and regulations guiding land use in the Village. Coordinates and directs all operations of the planning department, and zoning administration, and prepares and updates planning-related studies.
- Serves as the Director of the Corridor Improvement Authority (CIA). Prepares and oversees the CIA budget and carries out administrative duties of the CIA. Maintains all necessary records per administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations, particularly relative to the CIA District. Compiles operational statistics and completes a variety of reports required by the Village, State, Federal, and other funding agencies.
- Plans, directs, and administers the Village's economic and community development initiatives including business development. Researches, recommends, and implements various economic development programs and services. Evaluate past programs, analyze economic data, and prioritize new demands.
- Review private and public development consistency with the community master plan and zoning ordinances. Guides developers to comply with the master plan, planning documents, and development regulations. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations. Oversees the site plan review activities of the department.
- Collaborate with CIA to develop and coordinate economic development marketing strategies and activities, create promotional materials, recruit new businesses to the area, and work with site selectors.
- Participates in the development and implementation of the Village's Master Plan and Capital Improvement Plan that reflects the collective vision of the community. Conducts research, identifies development trends, and makes related recommendations.
- Draft revisions and amendments to the Village Zoning Ordinances. Oversees the Planning Commission and related activities to ensure compliance with all federal, state, and local laws, rules, regulations, and ordinances.
- Serves as liaison and advisor to the Village Manager, Village Council, Planning Commission, Corridor Improvement Authority (CIA), and other authorities on land-use issues and public and private development activities. Attends meetings and coordinates efforts to promote commercial and downtown development.
- Participates in the development and implementation of the Village's Parks & Recreation Plan. Oversees Parks Board and works to push the Village Park's and Rec Plan forward in partnership with volunteers and various community groups.
- Works with Village Manager and Village Attorney to ensure that all the Village's actions and ordinances relating to planning, zoning, blight remediation, and code enforcement are compliant with all federal, state, and local laws, rules, regulations, and ordinances.
- Researches and secures grants and other funding opportunities for community and economic development initiatives. Prepares and submits applications and administers

grant-funded projects. Works with appropriate public agencies at the local and state levels to obtain funding for critical elements of the funding project.

- Serves as the local Redevelopment Ready Community (RRC) Coordinator. Follows up on RRC initiatives and projects.
- Works with private businesses and public agencies to enhance the Village's economic viability.
- Assists the Village Manager in the development of the Village's annual budget, specifically as it relates to all departments related to the positions areas of supervision.
- Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars.
- Performs other related work as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position.

Reasonable accommodation may be provided to enable individuals with disabilities to perform the job.

- A bachelor's degree or equivalent in community or economic planning, public administration, or a related field is preferred. Master's degree preferred.
- Two or more years of progressively responsible experience in community and/or economic development or related fields, including administration, place-making, and zoning administration responsibilities. Previous experience in a municipal setting is strongly preferred.
- Two years of experience in facilitating the activities of appointed board members in matters related to planning, zoning, ordinance development and enforcement.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures on community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of Village services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Thorough knowledge and understanding of public relations, volunteer management, and customer service to be responsive to the needs of external and internal stakeholders, developers, and the public.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.

- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, Village officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email, or in person, and move around the office or travel to other locations. The position will be required to work outdoors for various activities and events; weather and conditions will vary depending on the season.

While performing the duties of this job, the employee is regularly required to travel to various locations within the Village and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals, or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet and can be loud in field situations.

The Village of Brooklyn provides an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state, or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Additional Details:

This will be a full-time exempt position that will regularly require hours outside of normal business hours for meeting and events. Expected starting salary range of \$50,000 - \$60,000 commensurate with education and experience. Generous benefits include Village funded family health care, vision, dental, defined benefit retirement and 457 saving options, short-term and long-term disability, life insurance, and personal time off.

Interested candidates should send a resume, cover letter, and 3 references to Manager@VillageofBrooklyn.com.