



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION:
ECONOMIC DEVELOPMENT DIRECTOR**

EFFECTIVE DATE: 6/26/2013

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7850	RANGE: 24	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Assistant Village Manager – Development Services	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Valid Illinois Class D Drivers' License Valid C.E.D.

SUMMARY:

Responsible for the implementation of the Village's economic development program consistent with Village goals. Under the general direction of the Assistant Village Manager – Development Services promotes retail, entertainment, office, and manufacturing business retention and growth in accordance with Village land use goals. Works both independently and as part of a team to advance Village economic development goals. Develops marketing programs and assists businesses desiring to locate in Hoffman Estates. Requires technical skills in strategic planning and marketing, business and market development, market research and planning and promotions/advertising. Serves as liaison to the business community by responding to and interacting with property owners, businesses, real estate professionals in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Interacts with the Village's Economic Development team to promote retail, entertainment, office, and manufacturing business growth, retention and redevelopment. Coordinates and implements this plan to develop vacant land and fill vacancies to encourage growth, retention, expansion and redevelopment throughout the Village.	Daily 30%

2.	Promotes and coordinates economic development programs through personal contacts with existing and potential businesses, brokers and developers, with an emphasis on attracting new businesses. Maintains memberships in applicable organizations and attends seminars, trade shows, conferences and other events with the goal of promoting the Village and attracting/retaining businesses.	Daily 30%
3.	Conducts market research, analyses and surveys to identify alternate programs and strategies to promote the economic development program. Identifies trends in the marketplace to target retail, office, and manufacturing businesses considering relocation or expansion; actively markets the Village of Hoffman Estates by preparing and providing suitable economic development studies and materials depicting the advantages of the Village. Assists prospective businesses and developers by providing information on sites and location advantages, opportunities, processes and requirements.	Weekly 20%
4.	Develops and coordinates marketing and public relations materials and events aimed at business attraction and redevelopment. Promotes the qualities and image of the Village locally, within Chicago Metro area and nationally, in order to attract new businesses.	Weekly 10%
5.	Acts as liaison to the business community and provides assistance to businesses desiring to locate or expand in Hoffman Estates. Works with existing businesses to address their needs, concerns and problems to promote retention and growth in the Village.	Weekly 10%
6.	Reviews and analyzes incentive proposals and coordinates Tax Increment Finance (TIF) District efforts within the Village.	Monthly 5%
7.	Responsible for developing and maintaining strong relationships with developers, property owners/managers, brokers, real estate professionals and business operators. Conducts meetings with property owners/ managers, business operators and developers; writes some press releases.	Daily 20%
8.	Seeks out grants and prepares applications to assist the Economic Development Program. Formulates and proposes the annual Economic Development budget and goals. Monitors and approves expenditures.	Monthly 10%
9.	Prepares monthly activity report, annual report, narratives, performance measure updates, and other periodic summary reports for management staff and the Village Board/Committees.	Monthly 5%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates registration, schedules appointments, prepares and organizes materials and all other tasks to support the Village's attendance and representation at the annual International Council of Shopping Centers conference, and other events.
2.	Administers, monitors and oversees maintenance of accurate site and property contact databases, community and business profiles, economic development portions of Village website and other economic development files and information.
3.	Serves as staff liaison to Economic Development Commission and attends Village Board, Committee, Commission and other related meetings as needed.
4.	Assists with coordination of occasional special events related to marketing and promoting the Village's image to the business community, such as grand openings, ribbon cuttings, ground breakings, shop local events, etc.
5.	Coordinates with the local and regional agencies (such as the Chamber of Commerce, CMAP, State of Illinois, etc.) to promote business growth and tourism in the community.
6.	Participates with team members in the development and implementation of comprehensive planning studies, sustainability efforts, communication enhancements, and other Village-wide initiatives that support and enhance economic development efforts.
7.	Serves as a member of various employee committees.
8.	Performs other duties, tasks, and responsibilities as assigned, including attendance at some evening and weekend events and activities.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

_____ Degree or coursework should be in...

Economic Development/Planning/Public Admin.

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Email, web design and social media

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read and interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Foreign language skills Ability to speak and/or read, write and comprehend...
- A Plus
- Preferred
- Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Problem Solving: Gathers and analyzes information; Identifies and resolves problems in a timely manner.

Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; develops realistic action plans.

Technical Skills: Requires technical skills in strategic planning and marketing, business and market development, market research and planning and promotions/advertising.

Computers: Ability to use a personal computer to communicate within and outside of the organization and to retrieve, prepare and store documents. Experience with web design/updates and utilizing social media outlets.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	<u> X </u>	_____	_____
Uses fingers in a repetitive motion	_____	<u> X </u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	<u> X </u>	_____	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- _____ Absence of color blindness
- _____ Corrected vision of...
- _____ Uncorrected vision of...

Enter specific vision requirement here
Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	_____ X _____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____ X _____	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____ X _____	_____	_____	_____
Works near moving mechanical parts	_____ X _____	_____	_____	_____
Works in high precarious places, underground, or confined spaces	_____ X _____	_____	_____	_____
Flying debris or airborne particles	_____ X _____	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____ X _____	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____ X _____	_____	_____	_____
Risk of electrical shock	_____ X _____	_____	_____	_____
Works with explosives or risk of radiation	_____ X _____	_____	_____	_____
Vibration	_____ X _____	_____	_____	_____
Extreme illumination	_____ X _____	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____ X _____	_____
Moderate noise level (Raised voice levels)	_____	_____ X _____	_____	_____
High noise level (Shouting/ear protection may be needed)	_____ X _____	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

 Department Director

Reviewed Approval:

 Human Resources Management Director

Approved:

 Village Manager

Effective Date: _____

Revision Date: _____