

Village of Hoffman Estates



DIRECTOR OF PLANNING & TRANSPORTATION

The Village of Hoffman Estates is pleased to announce the recruitment and selection process for the position of Director of Planning & Transportation. This document provides information about the Village, the department, and the position.

Additional information can be found on the Village website – www.hoffmanestates.org/employment

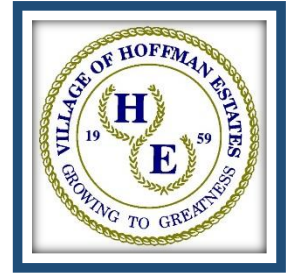
The Village strives to continue its tradition of exemplary service delivery by employing a talented and diverse workforce. We look to hire based upon qualifications, including education, experience and merit. Team members are expected to uphold this standard of excellence by demonstrating integrity, efficiency and a spirit of continuous improvement.

Village of Hoffman Estates
Department of Human Resources Management
847-781-2690
hrm@hoffmanestates.org

THE POSITION

The Village of Hoffman Estates is seeking a skilled technical and management professional to lead the Planning and Transportation Division of the Development Services Department.

The Director of Planning and Transportation is a newly created position resulting from a reorganization that combines leadership of land use planning and transportation planning functions. This Director position manages the development review process, daily planning functions, and performs activities related to comprehensive land use and transportation planning programs for the community. Current projects include Bell Works, Hoffman Technology Park, the Barrington Road I-90 Area Planning Study, Central Road multi-purpose path, coordinating with Pace Bus on local service planning, and others. Long term responsibilities include Zoning and Subdivision Code updates, updating the Village's Bicycle Plan, continued implementation of the long range transit plan, and updating the Village's Comprehensive Plan.



EDUCATION & EXPERIENCE

- Bachelor's Degree Required / Master's Degree Preferred - Urban Planning / Public Administration / Transportation Planning / Transportation Engineering or a combination of equivalent education and experience may be considered.

- Highly qualified candidates will have a minimum 4 - 10 years of progressively responsible administrative and supervisory management experience in Community Development, Urban Planning, or Municipal Government.

COMPENSATION & BENEFITS

Anticipated starting salary of \$103,901 - \$114,811 DOQ, or in accordance with promotional guidelines.

2020 salary range of \$103,901 – \$147,540.

Full Benefits package, including:

- Choice of Blue Cross Blue Shield PPO or HMO medical insurance plans, HSA option available
- MetLife dental plan
- Paid time off: vacation accruals based on years of service, floating holidays/designated holidays and sick leave
- IMRF (Illinois Municipal Retirement Fund)
- Deferred Compensation Investment Programs
- Employee Wellness Program
- Village paid life insurance policy
- Continuing Education: Tuition Reimbursement and internal training
- Professional Memberships



THE DEPARTMENT

Development Services consists of 30 dedicated employees working in several divisions that coordinate all aspects of residential and commercial development in Hoffman Estates, as well as planning and managing public infrastructure improvements. The Department guides residents and existing businesses on property improvements, and works to attract and retain businesses in Hoffman Estates. The department provides information and professional services to residents, developers, realtors, contractors, other governmental agencies, and other interested parties on a variety of topics.

The Director of Planning and Transportation will directly oversee 4 employees in the following divisions:

The **PLANNING DIVISION** guides developers and others through the Planning and Zoning Commission development review process and assists businesses and residents with zoning requests. This division administers the Village's Comprehensive Plan, Subdivision and Zoning Codes, and responds to daily planning and zoning requests, as well as coordinates long range or area-specific planning studies.

The **TRANSPORTATION DIVISION** oversees planning of the Village's transportation systems; implements and updates the Village's complete streets policy, transit implementation plan, and Comprehensive Bicycle Plan; pursues and manages transportation grants; and coordinates with outside agencies (such as Pace, RTA, IDOT, Cook County, etc.) on various multi-modal local and regional transportation projects.

Additional divisions of the Development Services Department include:

The **ECONOMIC DEVELOPMENT DIVISION** recruits new businesses to vacant sites or buildings to increase the tax base and provide services for residents as well as employment opportunities. This division also focuses on business retention, and promotes the Village and business community for new development and redevelopment.

The **ENGINEERING DIVISION** is focused on existing and future Village infrastructure. The division oversees the Village's annual street construction project and drainage improvement projects. In addition to storm water management and floodplain expertise, the division performs development review and inspections, coordinates with various State, Regional and Federal agencies on infrastructure projects.

The **CODE ENFORCEMENT DIVISION** is responsible for the safety and welfare of residents and businesses through ensuring compliance with building, health, and property maintenance codes. Code issues building permits for all residential and commercial construction in the Village, ensuring that new structures, additions, and remodeling projects are safe for residents and employees. The division manages the Rental Housing registration and inspection program and performs regular health inspections.

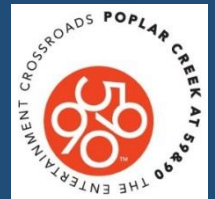


THE COMMUNITY



Hoffman Estates is 22.1 square miles, with a population of 51,895. It is the North American or Midwest headquarters to corporations such as Siemens Medical Systems, Claire's Accessories, CDK Global, DMG Morei, Tate & Lyle, Sensient Technologies, and Big Kaiser Precision Tooling. A major regional hospital, St. Alexius Medical Center, part of the Amita Healthcare network, is located in the community, with a world-class Pediatric and Women's Center. Situated in the northwest suburbs of Chicago, the Village has an ample, well-educated labor supply.

Poplar Creek at 59/90 has emerged as a premier entertainment district, offering ample shopping and dining options to residents and regional consumers. The 59/90 District, located just west of IL-59 (Sutton Road) and north of I-90, includes the Sears Centre Arena, Cabela's Foremost Outfitters, Duluth Trading Company, Main Event entertainment, the Saddle Room Restaurant/OTB and more than 100 other restaurants and stores.



Hoffman Estates, Illinois, has enjoyed significant office and retail growth over the past several years. Even during the great recession, the Village continued to benefit from new restaurants, retailers, offices and more.



LOCATION & TRANSPORTATION

Located 25 miles northwest of Downtown Chicago and 12 miles from O'Hare International Airport, Hoffman Estates is accessible to the entire Chicagoland region. The Village is a suburb of Chicago, and is a part of the Chicago Metropolitan Statistical Area.

Hoffman Estates enjoys access to major regional roadways, including the Jane Addams Tollway (I-90), as well as state routes 58 (Golf Road), 59 (Sutton Road), 62 (Algonquin Road), 68 (Roselle Road), and 72 (Higgins Road). The Village of Hoffman Estates is in close proximity to several major airports. Travelers from Hoffman Estates can get to O'Hare within 20 minutes by car, or can utilize the Pace Park and Ride at I-90 and Barrington Road to access bus rapid transit to connect to the CTA Blue Line station in Rosemont.

Metra rail stations are located nearby on Springinsguth Road (in Schaumburg) and in Palatine and Barrington.



DIRECTOR OF PLANNING & TRANSPORTATION KEY COMPETENCIES

Working Knowledge Of:

- Management practices and procedures.
- Leadership and motivational principles.
- Applicable policies, laws, and regulations affecting transportation, planning, and zoning.
- Grant programs for transportation and planning projects including application process and program administration

Ability To:

- Analyze complex issues.
- Make public presentations and prepare written reports and correspondence.
- Manage several large projects simultaneously.
- Work efficiently under pressure and with frequent interruptions.
- Research, develop and compose comprehensive reports.

Key Attributes:

- Flexibility
- Creativity
- Innovation
- Critical thinking
- Active listening
- Visionary Leader

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VILLAGE ORGANIZATION

The Village of Hoffman Estates utilizes the Council-Manager form of government and is a home rule community. The Village Manager is appointed as the chief administrator of the Village by a majority vote of the Mayor and Board of Trustees. The **Director of Planning & Transportation** reports directly to the Director of Development Services, who is accountable to the Village Manager for the proper administration of all business of the Department. The Village Manager is responsible for monitoring all revenues and expenditures, preparing and presenting an annual budget and capital plan, and ensuring that all purchasing requirements, laws and ordinances of the Village are upheld.



APPLICATION PROCESS

Please submit Village employment application along with resume and cover letter through the Village Career Portal:

www.hoffmanestates.org/employment

Application Deadline Tuesday, March 10