



JOB POSTING

DATE: August 29, 2017

POSITION: Director of Planning and Development

SALARY: \$60,000-\$70,000 based on qualifications

The Village of Lansing, Illinois, founded in 1865, is a progressive, cutting-edge town where entrepreneurial spirit and hometown traditions create a truly dynamic destination. Lansing delivers exceptional schools, a family-friendly community, and modern amenities amidst a world-class innovation hub with its proximity to Chicago, Illinois.

JOB DUTIES: This position is responsible for all economic development functions for the Village of Lansing, under the supervision of the Village Administrator. The primary emphasis of this position is the ability to enhance the economic vitality of the Village and promote a stronger economic base through the implementation and oversight of programs and initiatives that will attract new businesses and encourage expansion and retention of existing commercial and industrial businesses. Will act as liaison to the business community; manage high profile economic development projects; develop, and implement community branding and marketing strategies to promote Lansing as a desirable business and industry location; market and interact with brokers; work collaboratively with other City departments, including participation in project review teams or committees; and establish relationships with local and regional organizations such as the Chamber of Commerce and Visitors Bureau. This position requires exercise of professional judgment and initiative within the framework of established regulations and policies. The position will be responsible for supervising the assistant to the Planning and Development Director.

QUALIFICATIONS: Detailed knowledge of principles and practices, laws, ordinances, statutes and financial tools pertaining to economic development is required, as well as strong marketing and oral and written communication skills. Working knowledge and experience with CoreNet Global, ICSC, AIRE, ULI and other real estate groups and Site Selectors. Minimum qualifications for the Planning and Development Director position include: a Bachelor's Degree in public policy, public administration, planning, business, or a related field; five years of progressively responsible community development experience or administrative or leadership experience in government or comparable private sector management position; a proven record in economic development and collaboration with other units of government; two years of supervisory experience and an Illinois driver's license. A Master's Degree and community development or planning experience preferred. Desire knowledge of and experience with Enterprise Zone, TIF, and Cook County incentives; familiarity working with developers and industry in support of new business development and business expansion; planning; accessing and working with data; and economic development methods and best practices. Demonstrate a working knowledge of urban planning principles. Computer data base skills and general knowledge of Microsoft Office products and GIS are desirable.

DEADLINE: Open until position is filled

To receive consideration, please pick up an employment application and submit your application and resume to Mr. Dan Podgorski at the Village of Lansing Municipal Center, 3141 Ridge Road Lansing, Illinois 60438. Your resume may also be submitted as an email attachment, please send to dpodgorski@villageoflansing.org. If you submit a resume by email, please make the subject line of the email the position you are applying for.

The Village of Lansing is an Equal Opportunity Employer.