

Village of Lansing

Director of Planning and Development

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.

Community Facts:

- Established: 1865
- Population: 28,479 (2012)
- Land area: 7.4 square miles

Job Description:

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.

Requirements:

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.

Salary:

\$60,000 - \$70,000 (negotiable)

Apply on line at www.villageoflansing.org.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to ssharp@villageoflansing.org. If you are unable to apply online, or for other assistance, please contact Stephanie Sharp at 708-895-7176.

The Village of Lansing is an Equal Opportunity Employer.