

# Village of Matteson, Illinois

Seeks qualified candidates for the position of

## Community Development Director

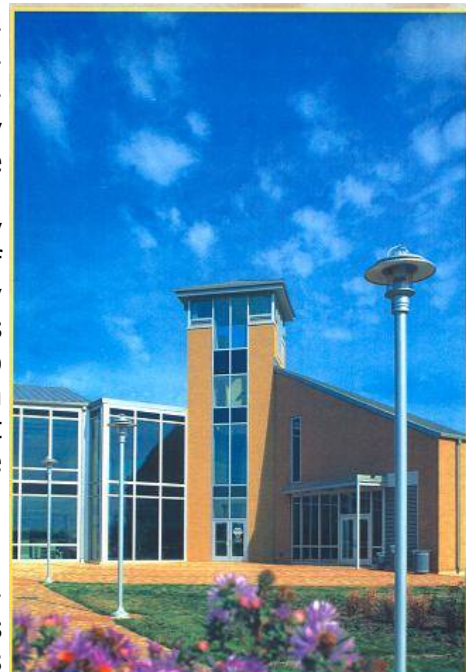
### About Matteson, Illinois

Matteson, located just 30 minutes from downtown Chicago, is a very vibrant community that is proud of its rich heritage, excited about its continued growth and development, and has eagerly anticipated the challenges of this 21st century. From its beginning as a settlement at the intersection of the Illinois Central and New York Central Railroads in 1855 to the modern-day intersection of U.S. Route 30, Cicero Avenue and 1-57, the community has been transformed into a center of commercial and residential development and a hub of the southern suburbs. The community is named after the tenth Governor of Illinois, Joel A. Matteson, who was in office at the time of settlement.

The Village covers an area of 18.7 square miles. It is home to more than 16,500 residents, a daytime population of over 25,000, more than 400 businesses, two major hospitals, and a daily traffic count of 266,800 at three major intersections.

Matteson is experiencing substantial growth, including a 28 percent increase in its residential population of both high-level professionals and families. This dynamic community includes access to award winning golf courses and popular community-wide events. The community also includes over 100 acres of landscaped parks and open land that provide a full array of recreational services and activities.

Modern day Matteson is an excellent community for a family or business. The Village is proud of their diversity and mindful of the high quality of life residents have grown to expect. It is a community that offers a wide range of housing resources, award-winning schools, and excellent services and serves as the major retail



Village Hall

center for the entire south suburban Chicago region. With a thriving market for new home construction there is also a diverse collection of home ownership opportunities. Many other attractions have made Matteson an exemplary community.

Matteson is situated on the Metra commuter rail line providing convenient access to Chicago landmarks such as the Museum Campus, the Downtown Theatre District and shopping along the Magnificent Mile. There also is a suburban bus system that operates several routes throughout the Village and air transportation is easily accessible via Chicago's O'Hare International and Midway Airports.

## ABOUT THE ORGANIZATION

Matteson operates under a Trustee/Village Administrator form of government. Residents elect the President and Village Board of Trustees. The Village Board is comprised of the President and six Trustees. The elected officials are responsible for approving Village plans, policies, ordinances and a variety of regulations. According to the Village of Matteson Ordinance, the Community Development Director is appointed by the Village President with the advice and consent of the Village Board. The Community Development Director reports to the Village Administrator.

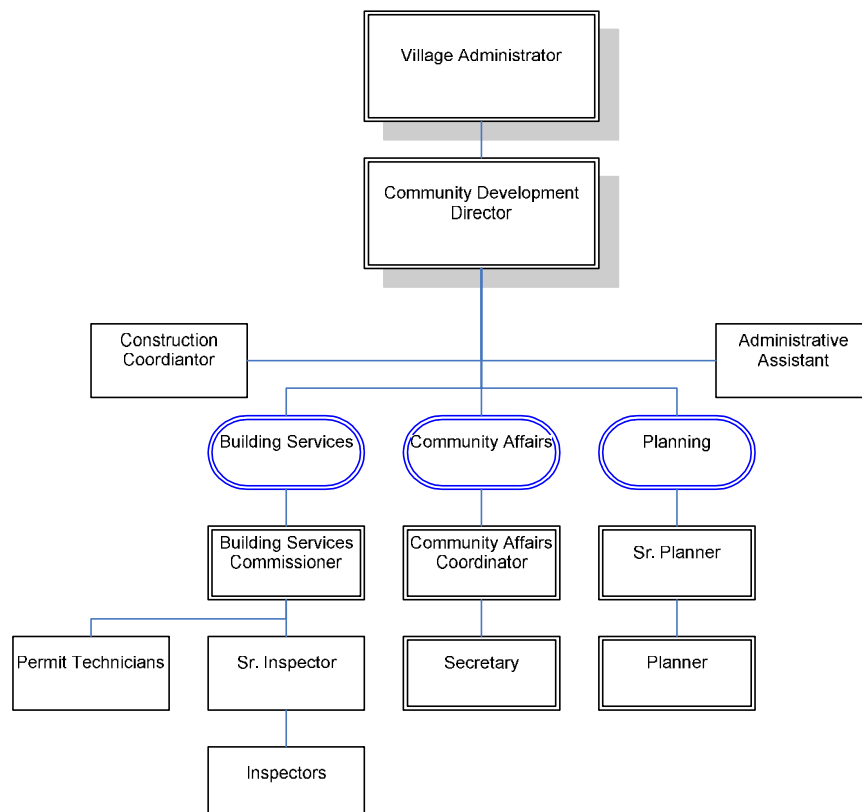
The Village has a combined total of 200 full-time and part-time employees in eight departments with a variety of jobs and professional capacities. The departments include: Administration, Community Development, Recreation, Public Works, Finance, Human Resources, Fire, and Police.

## ABOUT THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is charged with the responsibility of community development, community affairs, building inspections and permits, construction and capital projects, and the planning and zoning processes.

The Director leads a professional team of 15, with a combined budget of \$1.3 million.

## Village of Matteson – Community Development Department



## ABOUT THE POSITION OF COMMUNITY DEVELOPMENT



Residential Housing

The Community Development Director supervises, oversees, monitors and participates in a wide variety of projects and programs involving community affairs and the planning and zoning process.

The Director serves as the staff liaison to the combined Plan Commission and the Zoning Board of Appeals. It is the responsibility of the Director to support the Economic Development Commission which reviews all development-related incentives. In addition, the Director has liaison duties with the Housing and Human Affairs Commission which works with the real estate community to ensure compliance with fair housing laws.

The Director will work closely with the Economic Development Division team to expand incentive packages that build upon the long and short-range strategic plan; direct and coordinate creative marketing strategies to promote the Village; and pursue future land development initiatives.

It is essential that the successful candidate possesses a strong customer service orientation, community involvement, business acumen, strong strategic planning and a passion for excellence. The candidate will be a person of integrity who leads by example, visionary, and a team player. Further, the successful candidate should demonstrate a strong commitment to the public good.

### Position Requirements

The Community Development Director is expected to have a strong management background with considerable experience in community development in growth communities. Economic development experience is preferred. Additional requirements include:

- Bachelor's degree in urban planning, public administration, political science, business or related field required. Masters Degree in same preferred.
- A minimum of five to seven years of progressively responsible experience in the supervision of planning and economic development preferred.
- Background in the current techniques in land use, zoning, annexation, special use permit processes, and building and inspectional services.
- Working knowledge of the development, preparation, justification, and administration of budgets.
- Strong exposure to modern land use trends and challenges.
- Ability to critically review subdivision and other development plans/specifications.
- Effectively handle both new developments and maintenance of historic areas.
- Knowledgeable of government grant programs and alternative funding sources.
- Experience and ability to interact successfully and positively in a participatory environment, working openly and effectively with diverse interests and opinions represented by elected officials, staff, citizen groups, and intergovernmental interests.
- Broad-based knowledge of current and emerging development concepts and practices and a record of continuing education and training. Experience with retail economic development efforts and familiarity with Illinois Tax Increment Financing law very helpful.
- Successful track record in marketing a community to prospective businesses.
- Experience in the development of marketing materials and information targeted at potential businesses.
- Ability to develop innovative long and short-range strategies for addressing community development challenges.



## KEY ATTRIBUTES

- Approach position from a proactive standpoint. Have strategic vision.
- Ability to develop and maintain comprehensive plan.
- Maintains a high sense of professionalism and integrity.
- Proven record of identifying and obtaining funding for community development and other programs.
- Ability to work with developers.
- Ability to effectively handle both new developments and maintenance of historic areas.
- Knowledge of trends in profession that will effect community.



Children enjoy community programs

## COMPENSATION AND BENEFITS

The Village of Matteson offers a comprehensive and competitive compensation and benefits package.

- Starting compensation range between \$85,000 and \$95,000, DOQ. Residency is expected.
- Reimbursement for reasonable relocation expenses and temporary housing.
- Health, Dental and Pharmaceutical Coverage. Monthly premium is \$166.66 for family and dependant coverage. Single monthly premium is \$62.51.
- Life Insurance and Accidental Death and Dismemberment Insurance
- Deferred Compensation.
- Retirement Pension. IMRF
- Vacation time
- Sick leave
- Flexible Spending Account options
- Employee Assistance Program

## HOW TO APPLY

This position is considered open until filled.

If you are interested in applying, please send your resume with cover letter and salary history to:

Robert E. Slavin, President  
Slavin Management Consultants  
3040 Holcomb Bridge Road  
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Norcross, GA 30071  
Phone: (770) 449-4656  
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