



CITY OF JOLIET POSITION DESCRIPTION

TITLE: DIRECTOR OF COMMUNITY DEVELOPMENT

DEP/DIV: COMMUNITY DEVELOPMENT

REPORTS TO: DEPUTY CITY MANAGER

EMPLOYEE STATUS: Full-Time

Classification: Non-Union, Group I

JOB CODE: 1060

ESTABLISHED: 03/29/1974

FLSA STATUS: Exempt

LOCATION: CITY HALL

GENERAL PURPOSE

Acts as executive head of the Community Development Department and is responsible for the efficient and effective operation of the department, including planning, organizing, directing, budgeting, and supervising department employees and programs.

The department consists of six divisions:

- **Administration.** Department management and operations.
- **Economic Development.** Business attraction, retention, and expansion; incentives; City real estate transactions.
- **Planning and Zoning.** Long-range and current planning, zoning administration, historic preservation, and board and commission support.
- **Development Services.** Consolidated permit center for intake, plan review coordination, issuance, and inspections. Formerly Building and Inspectional Services.
- **Neighborhood Services.** Code enforcement, property maintenance, housing rehabilitation, and grant programs.
- **Facilities and Maintenance.** Maintenance and operation of City-owned buildings.

The director leads the City's economic development program and the City's development review and permitting functions from pre-application through certificate of occupancy, with the goal of providing timely, predictable, and customer-focused service to residents, businesses, and the development community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Leadership

- Functions as the City's primary community development officer and exercises direct or functional control over economic development, planning and zoning, permitting and inspections, neighborhood services, and facilities and maintenance.
- Develops general procedures and operational planning for the effective operation of the department and its divisions.
- Formulates department policies, rules, and regulations, and prescribes work methods and procedures to be followed by employees.
- Appraises conditions of work and takes the necessary steps to improve departmental operations.



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- Monitors department procedures for compliance with applicable working agreements.
- Prepares reports and summaries of ongoing departmental programs and projects.
- Keeps informed of current developments in planning, building codes, permitting, economic development, and community development that may affect departmental operations.

Permitting and Development Review

- Directs the City's consolidated permitting function through the Development Services Division, including permit intake, plan review coordination, issuance, inspections, and certificates of occupancy for building, electrical, plumbing, mechanical, sign, fence, demolition, and other permit types assigned to the division.
- Establishes and maintains a coordinated development review process from pre-application meeting through final occupancy, serving as the single point of accountability for applicants, developers, contractors, and residents.
- Coordinates development review with Public Works, Engineering, Public Utilities, Fire Prevention, and other departments whose approvals are required; chairs or directs the City's development review team.
- Sets service standards and performance measures for permit review times, inspection response, and customer service; monitors results and reports them to the Deputy City Manager, City Manager, and City Council.
- Oversees administration of the City's ProjectDox e-plan review system and related permitting, land management, online application, and payment systems, and directs improvements to workflows, fee tables, and review routing.
- Reviews permit, plan review, and inspection fees periodically and recommends adjustments to the Deputy City Manager and City Council.
- Ensures enforcement of the building, property maintenance, and related codes adopted by the City, including applicable State of Illinois code requirements, and recommends code updates and amendments.

Zoning Review and Inspections

- Ensures that permit-linked zoning inspections are performed within the consolidated inspection process, with the Development Services Division verifying measurable zoning items such as setbacks, structure location, fence height, sign dimensions, and parking counts.
- Ensures that the Planning and Zoning Division verifies discretionary zoning items such as landscaping and screening performance and conditions of approval attached to special use permits, planned unit developments, and annexation agreements.



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- Ensures that zoning interpretations and final zoning compliance determinations remain with the Zoning Administrator, and that zoning sign-off is recorded in the permit record before a certificate of occupancy is issued.

Planning and Policy

- Provides policy advice to the City Manager, the Deputy City Manager, the City's Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, Land Use Committee, and the City Council; drafts ordinances; attends City Council meetings, committee meetings, staff meetings, and related conferences.
- Initiates basic studies and inventories, development of planning concepts, preparation of plans, and implementation of plans.
- Coordinates preparation of the comprehensive plan and other master plans and the drafting of enabling legislation.
- Directs and coordinates special planning projects and activities as required by the City Manager, the Deputy City Manager, or the Plan Commission.
- Provides professional advice and expertise to the Plan Commission.

Economic Development

- Directs the Economic Development Division and supervises the Economic Development Director.
- Oversees business attraction, retention, and expansion; site and building inventory; and marketing of the City.
- Oversees coordination of local, state, and federal incentives, including tax increment financing districts and enterprise zones.
- Oversees City real estate transactions that support development goals.

Neighborhood Services and Facilities

- Directs and coordinates the housing rehabilitation, code enforcement, and neighborhood revitalization programs.
- Prepares and submits applications for Community Development Block Grant and other grants, and oversees compliance with grant requirements.
- Directs the Facilities and Maintenance Division in the maintenance, repair, and operation of City-owned buildings, and coordinates related capital and space needs with the Deputy City Manager.



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Budget and Personnel

- Develops, administers, and monitors the departmental budget; directs department activities toward the fulfillment of established goals and objectives; confers with and advises subordinates on difficult work problems and on the development of new work procedures and policies.
- Prepares the department's budget request and reviews expenditures of appropriations.
- Supervises and disciplines all department employees for violation of City, department, or division policies and procedures.
- Evaluates performance of all department employees.
- Provides for the adequate training and professional certification of department personnel.
- Receives and responds to complaints concerning department operations and employees.

Public and Professional Engagement

- Attends professional society meetings, participates in panel discussions, and speaks in areas of competence.
- Performs public relations work promoting department services.
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Comprehensive knowledge of the principles and practices of public administration, land use planning, building code administration, economic development, and community development.
- Working knowledge of the International Codes and related construction codes as adopted by the City, applicable State of Illinois code requirements, and permit review and inspection practices.
- Working knowledge of economic development tools including tax increment financing, enterprise zones, redevelopment agreements, and business incentive programs.
- Knowledge of process improvement methods and customer service practices as applied to permitting and development review.
- Strong knowledge of human resources management principles, practices, and procedures.
- Good knowledge of applicable laws and labor relations.
- Good knowledge of sources of information related to problems of local government.



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Skills and Abilities

- Strong financial management skills, including management of fee-supported service operations.
- Ability to maintain discipline and the respect of employees, to lead and command employees effectively, and to instruct employees in proper work methods and techniques.
- Ability to plan, assign, and coordinate activities performed by a large group of employees.
- Ability to establish and maintain effective working relationships with employees, City officials, the development community, and the public.
- Skill in communication and interpersonal interaction with coworkers, managers, applicants, contractors, the public, and government officials, both orally and in writing.
- Ability to write clear and concise reports, memoranda, directives, and letters.
- Ability to develop comprehensive plans from general instructions.
- Ability to accomplish assigned administrative tasks with a minimum of supervision and with only general direction.
- Proficiency in the use of technology including smart phone, tablet, and PC, and in e-plan review, permitting, land management, and GIS software.
- Proficiency in the use of the Microsoft Office Suite.
- Physical skills necessary to perform the duties of the position.

Personal Attributes

- An understanding of the political process while avoiding personal involvement in political issues.
- Good judgment, thoroughness, and dependability.
- Personal and professional integrity of the highest order.

QUALIFICATIONS

Education and Experience

- A minimum of ten (10) years of progressively responsible administrative experience in municipal planning, building codes, permitting, economic development, and/or community development, including at least five (5) years in a supervisory or management capacity.
- A Bachelor's Degree in planning, public administration, architecture, engineering, construction management, or a related field.
- A comprehensive and broad knowledge of the modern principles and practices of planning, building code administration, economic development, and/or community development.



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- Any equivalent combination of experience and training which provides the required knowledge, skill, and ability.

Preferred

- Master's Degree in planning, public administration, or a related field.
- Certification by the American Institute of Certified Planners (AICP).
- International Code Council (ICC) certification, such as Certified Building Official (CBO), or the ability to obtain it.
- Certified Economic Developer (CEcD) or a similar economic development credential.
- Experience managing a consolidated or one-stop permitting operation.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, permitting, e-plan review, land management, and GIS software; tablet; smart phone; calculator; telephone; and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit and talk or hear.
- Occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- Work is generally performed in an office environment, with occasional site visits to businesses, construction sites, and prospective development sites.
- Noise level is usually quiet, except for office equipment background noise, subject to frequent interruptions by telephone callers and walk-in visitors.
- Occasional evening and weekend work hours to meet deadlines.
- Travel to various City locations to participate in presentations and meetings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Approval:

City Manager

Date



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Director of Human Resources

Date

Position History

May 2015 Title changed from Director of Community and Economic Development to Director of Community Development when the primary economic development focus transferred to the City Manager's office by way of the Deputy City Manager.

2022 An Economic Development Division was established within the department.

[Month] 2026 The Building and Inspectional Services Division was renamed the Development Services Division to reflect consolidation of all permitting functions in a single point of contact for applicants, and the position began reporting to the Deputy City Manager under the City's executive reporting structure. The department name remains Community Development.