

Community Development & Planning Manager

Job Description

City of Mattoon, Illinois

Title: Community Development and Planning Manager

Type: Full-Time

Classification: Exempt

Work Hours: 8:00 to 4:30 Monday – Friday. Evening hours as needed.

Compensation: \$55,000 to \$75,000 (DOQ)

Position Summary:

This job takes a lead role in economic development and marketing the community to professional business offices and services, commercial retail, and new housing developments. Organizes, directs and coordinates the planning, subdivision, zoning and enforcement functions of the municipality. Confers with developers, engineers, the public, departmental directors, implements goals, policies and procedures; serves as a technical advisor and staff to the Planning and Zoning Commission.

Assists the City Administrator with priority objectives, assist other departments with communications and marketing of the City of Mattoon.

Distinguishing Characteristics:

This position requires the ability to complete objectives with minimal supervision, an understanding of municipal rules and local government operations.

Examples of Duties:

Develop, plan and implement goals and objectives, which are consistent with the City's comprehensive plan.

Review growth patterns, trends in land use, community needs and other factors in developing recommendations for community development and services.

Recommend and assist in establishing policies and programs for housing, redevelopment and neighborhood improvement.

Assist with the formulation of updates to comprehensive plans, including land use, transportation and redevelopment plans; updates to zoning, subdivision codes.

Supervise the Secretary of the Planning Commission, responsible for preparing the agenda for meetings, giving notice and preparing minutes of meetings and maintaining copies of communications and reports considered by the Commission.

Participate in the review of plans for development projects for compliance with codes, regulations and standards.

This position requires the ability retain and attract new business to Mattoon. The person will need to have a good understanding of the many qualities Mattoon has to offer and develop incentives for prospective businesses.

Understand, interpret, and enforce zoning rules as required.

The ability to assist the City Administrator in completing key objectives from start to finish.

This position will play a key role in the marketing of Mattoon to professional business offices and services, commercial retail and housing developments. Work well with other department heads in the use of different forms of media to promote the City of Mattoon.

Desirable Knowledge, Skills and Ability

This position requires skills in negotiations, selling, problem solving, organization and leadership.

This position also requires an understanding of principles, practices and methods of planning, and zoning as applied to municipal government operations.

Establish and maintain effective working relationships with fellow employees.

Work independently with minimal instruction and supervision; and supervise employees assigned to assist with project objectives.

Qualifications and Education

A bachelor's degree in business, municipal government operations or related area. An advanced degree in community development or related discipline is recommended. A proven track record of success in project development, project success and timely completion of objectives is needed.

Special Requirements

Experience in using several forms of social media marketing.

Ability to collaborate with other community organizations to move Mattoon ahead.

Excellent written and oral communication skills. Ability to develop and present project objectives and results. Comfortable with communicating at all levels of internal and external organization leadership.

Willing to assist or lead other projects and duties as assigned by the City Administrator.