



Skokie Village Hall

VILLAGE OF SKOKIE ILLINOIS

1888

AN EXCITING OPPORTUNITY TO APPLY FOR THE POSITION OF

Economic Development Manager

APPLY BY December 19, 2016



Illinois Science + Technology Park

About Skokie

The Village of Skokie, Illinois, is a diverse community with over 90 languages spoken, located 16 miles northwest of downtown Chicago and 12 miles east of O'Hare International Airport. The Village provides high-quality government services to the over 65,000 residents, 24,000 households and 2,400 businesses that call Skokie their home.

Accessibility to transportation is a key advantage in Skokie, with the Edens Expressway (I-94) spanning the community's western edge, seven Chicago Transit Authority and 10 Pace suburban bus lines and the CTA's Skokie Swift rapid transit line with two stations offering numerous options for public transportation.

Nestled between Chicago and the North Shore, Skokie covers over 10 square miles of land. The Village is bordered by the Villages of Glenview and Wilmette on the north, the Village of Lincolnwood and the City of Chicago on the south, the Villages of Morton Grove and Niles on the west and the City of Evanston on the east.



Westfield Old Orchard Mall

Candidate Criteria

The ideal candidate for the Economic Development Manager position will have extensive experience in local government economic development issues and solutions, have demonstrated knowledge of state and local laws/ordinances affecting community and economic development along with knowledge of housing, economics, engineering, finance, real estate and other subjects as applied to economic development. To be successful in this position, the candidate will possess considerable skill in establishing and maintaining effective relationships with Village officials, other agencies, the development industry/community and the public. The candidate must also have the ability to effectively present technical information clearly and concisely to lay groups, commissions, Village officials and the public, market the community to developers, and negotiate development transactions.

Operating in a fast paced environment, the successful candidate will play a key role in developing ideas and strategies designed to attract, retain and grow economic development and investment in the Village. The candidate will market the Village as a business destination via multi-disciplinary and multi-media tools, as well as work with other key staff members to identify suitable building sites in Skokie for redevelopment purposes.

As the lead member of the Economic Development team, the candidate prepares annual Village budgets for the

Chicago Skyline from Skokie





Oakton-Skokie CTA Station

Economic Development Fund, Tax Increment Financing (TIF) redevelopment districts and assists in the preparation of the Capital Improvements Program.

The ideal candidate will possess a Master's degree in urban/regional planning, public administration, real estate finance or a closely related field and at least seven years of experience in city or regional planning or economic development with at least three years in a supervisory capacity. Current Certification as an Economic Developer through the International Economic Development Council (IEDC) or the ability to obtain Certification after being hired is preferred.

The candidate's on-going professional development will include staying current on industry, regulatory and legislative developments affecting economic development initiatives, services and functions through continuing education and certification.

Job Duties/Responsibilities

Under general supervision of the Community Development Director and overall direction of the Village Manager, this position performs work of considerable difficulty coordinating the Village's economic development programs by creating and maintaining an Economic Development Plan for the Village through myriad ideas and strategies to attract, retain and grow economic development and investment in the Village.

Exceptional Quality of Life

Skokie boasts many fine cultural and recreational attractions that are surrounded by high-quality housing and connected to numerous multi-use paths. A nationally-acclaimed community college is in Skokie, and some of the country's finest universities also are in close proximity to the Village. Many exceptional public and private schools serve Skokie students.

The Village takes great pride in delivering excellent services, including twice-weekly refuse collection, a highly-engineered Storm Water Runoff Control System, sidewalk snow plowing and many other unique programs and services that enhance quality of life in the community.

Skokie was the first community in the entire United States with nationally accredited Fire, Police and Public Works Departments.

Superior municipal services, together with the nationally award-winning Skokie Park District with over 40 neighborhood parks, superb Skokie Public Library which was recognized with a National Medal for Library Services, preeminent North Shore Center for the Performing Arts in Skokie and the beautiful Skokie Northshore Sculpture Park add to the Village's rich, abundant cultural offerings.

The Village Board is committed to quality redevelopment and providing the community with superior programs and services while holding the line on property taxes. In 1991, the Village Board initiated a municipal property tax freeze while expanding and enhancing government services. The municipal property tax freeze remains in effect today, and is supported by a tandem commitment to economic growth. In addition, Skokie has some of the lowest user fees, such as those for vehicle registration, in the suburban Chicago area.

A Thriving Community

Through thoughtful planning and an overall spirit of cooperation, Skokie has grown into a thriving center of commerce, with many vibrant retail centers, a strong industrial base and extensive professional services. Despite being a mature landlocked community, Skokie continues to grow through redevelopment.

The Village's partnership with the private sector resulted in the redeveloped Westfield Old Orchard Shopping Center - a beautiful outdoor mall that has the highest sales per square foot of all major centers in the Chicago region and the expansion of the NorthShore University Hospital in Skokie.

A tax increment financing (TIF) district, as well as the adoption of long-term redevelopment strategies, resulted in a rejuvenated Downtown area. Mixed-use developments, a fresh streetscape and commercial renovation program have given Downtown Skokie a new appearance and vitality that is attracting new retailers, services, and residents to the area.

The Illinois Science + Technology Park, which is the largest of its kind in Illinois, currently employs over 1,500 workers, boasts 550,000 square-feet of existing space and generates millions of dollars in local tax revenues.

Recent efforts to focus on redevelopment opportunity sites on West Dempster Street have been successful with the announcement of several key developments, including a flexible format Target store.

Economic development efforts also resulted in new and refurbished hotels, state-of-the-art research laboratories, an 18-screen theatre/retail complex, major fitness centers, new retail and residential developments, corporate expansions and more.



The Economic Development Manager supervises an Economic Development Specialist and is responsible for planning, directing and organizing economic development activities, negotiating complex real estate agreements and contracts, administering TIF Districts and other redevelopment programs, conducting TIF Joint Review Board meetings and managing the Village's Targeted Economic Development Strategy.

Working closely with the Community Development team, this position administers commercial and industrial renovation/improvement programs in designated redevelopment districts, negotiates purchase/sale of property for redevelopment and redevelopment agreements with developers and directs economic development initiatives to achieve the goals and objectives outlined by the Mayor and Board of Trustees.

Compensation & Benefits

The annual salary range for this position is \$95,445 - \$121,801, starting salary is commensurate with qualifications and experience. Residency is not required. The Village of Skokie provides a comprehensive benefits package that includes medical, dental, vision and prescription benefits, life insurance, participation in the Illinois Municipal Retirement Fund, flexible spending account, deferred compensation plan, and continuing education for certification and professional development.



Skokie Theatre in Downtown Skokie

Village Government

In 1957, Skokie residents voted overwhelmingly to adopt the council-manager form of municipal government that remains in effect today. A council-manager government system combines the strong political and policy making leadership of elected officials, such as the Mayor, Clerk and six Trustees, with the strong managerial experience of an appointed Village Manager. There have been two Village Managers since 1987. The Village of Skokie is a home-rule unit under the 1970 Illinois Constitution. The Village's total Fiscal Year 2016 - 2017 budget is nearly \$120,000,000, with a staff of over 550.

Past, Current & Future Projects

Past Projects

Past projects include the implementation of several TIF districts; administering Industrial Special Service Area (SSA) projects; direct business recruitment of Aldi and Market Place for a development in Downtown Skokie, Oberweis/That Burger Joint, Uncle Julio's and many more; oversight assistance of land purchases/sales that resulted in Target, O'Reilly Auto Parts and the Floral Avenue housing development; and working with 14 industrial properties to approve Class 6B assessment/tax reduction incentives for industrial growth.

Current/Future Priorities

Current and future Skokie economic development priorities include the downtown Lincoln/Oakton site redevelopment; continual improvement of Downtown Skokie; improvement/redevelopment of East Dempster Street; development of a comprehensive economic development strategy; encouraging participation in the Commercial Rehab Program; management of West Dempster and Science + Technology Park TIF agreements; working with Science + Technology Park tenants on marketing and potential finance initiatives; retaining and growing existing businesses; and planning and implementing the redevelopment of the southwest industrial area.

How to Apply

Interested candidates must submit a Cover Letter, Resumé and five professional references by December 19, 2016 to: Village of Skokie, Personnel Department, 5127 Oakton Street, Skokie, IL 60077 or by email to human.resources@skokie.org. The Village of Skokie is an Equal Opportunity Employer. Additional information about the Village of Skokie can be found on the Village's website at www.skokie.org.

Revised: October 2016

JOB IDENTIFICATION

Position Title:	ECOMONIC DEVELOPMENT MANAGER
Salary Range:	B 28
FLSA:	Exempt
Department:	Community Development
Division:	Economic Development
Reports to:	Community Development Director
Supervises:	Economic Development Specialist

JOB PURPOSE

Under general supervision of the Community Development Director, performs work of considerable difficulty coordinating the Village's economic development programs by creating and maintaining an Economic Development Plan for the Village through myriad ideas and strategies to attract, retain and grow economic development and investment in the Village.

ESSENTIAL JOB FUNCTIONS

- Plans, directs and organizes Village's economic development activities.
- Responds to citizen and business inquiries regarding economic development activities and opportunities.
- Updates the content of Village's economic development website.
- Markets the Village as a business destination via multi-disciplinary and multi-media tools.
- Identifies suitable building sites in the Village for redevelopment purposes.
- Administers Tax Increment Finance (T.I.F.) Districts and other redevelopment district programs and conducts T.I.F. Joint Review Board meetings.
- Develops and administers economic development incentive programs designed to attract

and retain business.

- Coordinates with the Planning Division on the planning and implementation of area redevelopment plans and the Village's Comprehensive Plan.
- Contacts developers, retailers, restaurants and other businesses in conjunction with Village-wide attraction and retention efforts.
- Manages the Village's Targeted Economic Development Strategy and Plan.
- Negotiates purchase/sale of property for redevelopment and Redevelopment Agreements with developers.
- Conducts on-site business retention visits with Skokie companies in support of business retention strategy.
- Administers commercial and industrial renovation/improvement programs in designated redevelopment districts.
- Plans improvements for specified business and industrial districts, including infrastructure upgrades, financing programs and redevelopment incentives.
- Directs economic development initiatives to achieve the goals and objectives outlined by the Mayor and Council as a special project or as part of the Economic Development Plan.
- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and the preparation of studies, reports, and recommendations to achieve the goals of the Village.
- Provides the business community and individual organizations with information and assistance to promote and market the Village as a favorable environment in which to establish and build industries and businesses.
- Creates and enhances commercial, retail, and dining, opportunities to support workforce development, tourism, and economic development programs.

OTHER RESPONSIBILITIES

- Participates on a variety of committees/commissions; attends and participates in professional functions and meetings; researches and proposes "Best Practices" in economic development to benefit the local economy and the Village, as a whole.
- Disseminates information on available properties, development sites, development opportunities, market conditions and financial incentives to the public and various

communication mediums.

- Represents the Department at public meetings and at conferences with Federal and State agencies and private groups.
- Provides information and data supporting economic development efforts.
- Prepares annual Village budgets for the T.I.F. and redevelopment districts and the Economic Development Division and assists in the preparation of the Capital Improvements Program.
- Assists in the development and retention programs for business and industry.
- Stays current on industry, regulatory and legislative developments affecting economic development initiatives, services and functions through continuing education and certification.
- Performs all other duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Considerable knowledge of Tax Increment Financing (T.I.F), special service areas, Cook County assessment / tax reduction programs and other economic development initiatives.
- Considerable knowledge of the principles and practices of public administration, planning and community development.
- Extensive experience in local government economic development issues and solutions.
- Knowledge of state and local laws and ordinances affecting community and economic development.
- Knowledge of housing, economics, engineering, finance, real estate and other related subjects as applied to economic development.
- Considerable skill in analyzing complex urban problems and the preparation of reports.
- Working skill in coordinating the work of various departments related to economic development.
- Working skill in preparing and administering various budgets.
- Ability to negotiate complex real estate agreements and contracts.
- Considerable skill in establishing and maintaining effective relationships with Village officials, other government agencies and the public.
- Considerable skill in presenting technical information clearly and concisely to lay groups, commissions, Village officials and the public.

- Considerable skill in planning and preparing economic development programs, plans, and budgets.
- Considerable skill in writing and articulating complex economic development programs and project analyses, and public speaking on community development matters.
- Working skills in various computer software applications including Microsoft Word, Excel, GIS and others.
- Considerable skills in public speaking and in presenting complex economic development programs and plans.
- Must possess excellent verbal, written and interpersonal communication skills.
- Ability to follow all safety rules and regulations of the Village.

EDUCATION / TRAINING / EXPERIENCE

- Master's degree in urban or regional planning, public administration, real estate finance, or closely related field.
- Seven years of professional experience in city or regional planning or economic development with at least three years in supervisory capacity.
- Certification as an Economic Developer through the Economic Development Council or have the ability to obtain Certification after being hired is preferred.

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid driver's license.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The duties performed by this position are representative of "light work" with frequent exertion of 10 pounds of force but occasionally will lift and/or move up to 25 pounds. The work is regularly performed in both environmental conditions; activities occur inside and outside. Employee may be required to visit other Village office locations as well as other public/private sites throughout Skokie.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, hear the normal range of sounds, use hands to handle or feel objects, tools or controls; and reach with hands and arms.

Specific vision abilities required by this job include vision for proofreading documents, ability to adjust focus while working and be free from colorblindness.