



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

ECONOMIC DEVELOPMENT SPECIALIST

EFFECTIVE DATE: November 18, 2024

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7445	RANGE: 19	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Economic Development	LEVEL OF SUPERVISION RECEIVED: General supervision		LICENSE/CERTIFICATES: Illinois Class D Driver's License Certified Economic Developer (CED) within 3 years of employment

SUMMARY:

The Economic Development Specialist will work in collaboration with the Division Director to connect the Village of Hoffman Estates with the real estate development, brokerage, and business community. The Economic Development Specialist takes a proactive role in analyzing trends and economic markets and will present key market indicators to the Department Director and the Village Management team. This position will assist the Division Director in developing strong working relationships with key industry leaders, which includes planning and coordinating events, creating marketing materials and conducting prospect presentations and tours, as assigned. The position will work with consultants on special projects and design new content for the Economic Development & Tourism division. Strong skills in business writing, technical data research and analysis, and public speaking are required for success in the position. This position works in all facets of economic development from business attraction, business retention, communications, and tourism. Performs work both independently and as part of a team.

Must be able to establish and maintain effective working relationships with business owners, executives and representatives, government officials, contractors, community leaders and organizations, department heads and employees of the Village.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Updates, designs and edits a variety of promotional materials to attend industry trade shows and events to promote the Village and meet with potential investors.	Monthly 10%
2.	Attend special meetings, conferences, and networking events to keep abreast of trends, developments and improve networking opportunities.	Monthly 15%
3.	Work as the liaison to businesses and investors coming to town and assist in navigating the entitlement and approval process.	Monthly 10%
4.	Assists with review of financial incentives, fiscal impact studies, and other information related to prospective business development	Monthly 5%
5.	Assist with the formal BRE program by meeting with larger employers while also periodically surveying all businesses to track common trends impacting their operations to better inform potential programs and policy changes.	Monthly 2%
6.	Plan and host networking events for various groups from community business leaders, the Village Board, the Economic Development Commission, and the commercial real estate community at large to promote effective, informal communications.	Monthly 3%
7.	Assist in developing a Foreign Direct Investment (FDI) strategy to attract international businesses.	Monthly 2%
8.	Schedule regular social media and other content to stay relevant and “on the newsfeeds”.	Monthly 2%
9.	Connect with other governing entities to create inclusive community festivals that engage existing businesses and their employees.	Quarterly 2%
10.	Explore, and administer, micro-grant opportunities to encourage individuals, private developers and community organizations to create placemaking projects.	Monthly 3%
11.	Support business accelerator program, Next Level Northwest, as an option for small business growth. Seek out companies to apply and assist them through the process.	Monthly 10%
12.	Provide recommendations for use of Tax Increment Financing (TIF) District funds and other tools to create strategic incentives that will encourage private sector investment into new small businesses.	Monthly 10%
13.	Participate in and support the Chamber and its events to connect with small and medium-sized businesses.	Monthly 10%
14.	Update and maintain the VisitHoffman.com tourism website.	Monthly 5%
15.	Engage with external partner organizations such as the Greater Chicago Advanced Manufacturing Partnership (GCAMP), workforce development agencies, Harper College and others to strengthen and promote workforce programs.	Monthly 5%

16.	Work with Planning and Transportation staff to ensure safe routes are in place equitably across the community to improve access for the workforce.	Monthly 3%
17.	Connect businesses with workforce hiring and training resources and partner organizations.	Quarterly 2%

JOB NO.	OTHER RELATED DUTIES
1.	Assist with the preparation of real estate redevelopment agreements and participate in confidential negotiations pertaining to project development.
2.	Compile research to maintain and update economic development information including available site inventory, major employer list, website information, market reports, development impacts and other databases.
3.	Gathers, interprets, and summarizes financial, demographic, employment and other data.
4.	Reviews expenses and payment requests related to Tax Increment Finance Agreements.
5.	Serve as representative on various committees in the village, the community or at the regional level.
6.	Provide support during special events, including occasional evenings and weekends.
7.	Publish and promote a quarterly economic development newsletter.
8.	Assist with research, assessment and preparation of occasional grant applications.
9.	Follow Village and department safety rules and practices.
10.	Performs other duties, tasks, and responsibilities, as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☒ None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☐ High school diploma or general education degree (GED)
- ☐ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☒ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D)

Degree or coursework should be in...

***Economic Development, Urban Planning,
Business, Real Estate, Sales or related field***

Experience Level

- ☐ No prior experience to three years related experience
- ☒ Two years to five years related experience
- ☐ Four years or more related experience
- ☐
- ☐

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☒ Spreadsheet software
- ☐ Database software
- ☐ Specialized applications:

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☐ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☒ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- ☒ A Plus Ability to speak and/or read, write and comprehend.
- ☐ Preferred
- ☐ Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Strong interpersonal skills to network, relate to people and communicate appropriately and professionally while representing the Village at outside events.
- Complete work in a timely manner.
- Ability to attend meetings and events outside of normal business hours, when necessary.
- Must maintain valid driver's license to drive to meetings and events in the Hoffman Estates area.
- A high level of discretion in all areas of work.
- Computer software and applications related to database development and maintenance.
- Project management and administration.
- Excellent customer service practices.
- Proficiency in Microsoft Office Suite, including Word, Excel, Publisher, PowerPoint and Outlook.
- Working knowledge of Canva and Adobe Creative Suite
- Planning, organizing, preparing, presenting and defending reports and studies.
- Understanding of Tax Increment Financing rules and procedures.
- Problem solving and decision making.
- Research, analysis, and the preparation of recommendations to management.
- Communicate effectively in oral and written forms, including consensus building and group networking settings.
- Able to use advanced knowledge and exercise discretion and independent judgment. The position is predominantly intellectual in character.
- Establish and maintain effective working relationships with business owners, executives and representatives, government officials, contractors, community leaders and organizations, department heads and employees of the Village.

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 with or without reasonable accommodations.

(mark all 17 activities)		----- Amount of Time -----			
<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3	
Stands	_____	_____	X	_____	
Walks	_____	X	_____	_____	
Sits	_____	_____	_____	X	
Uses fingers in a repetitive motion	_____	_____	X	_____	
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	X	
Reaches with hands and arms above shoulder	_____	X	_____	_____	
Climbs or balances	_____	X	_____	_____	
Twists or turns	_____	X	_____	_____	
Stoops, kneels, crouches, bends, or crawls	_____	X	_____	_____	
Pulls, pushes, or carries	_____	_____	X	_____	
Talks or hears	_____	_____	_____	X	
Tastes or smells	_____	X	_____	_____	
Operates a motor vehicle or heavy equipment	_____	X	_____	_____	
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	X	
Lifts or move 10 to 20 pounds (light)	_____	_____	X	_____	
Lifts or move 20 to 50 pounds (moderate)	_____	_____	X	_____	
Lifts or move 50 to 100 pounds (heavy)	_____	X	_____	_____	

VISION DEMANDS:

The vision demands described here, including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, and hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

☒ Absence of color blindness

☒ Corrected vision of...

☐ Uncorrected vision of...

As required by the ILSOS to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____