



VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

ASSISTANT VILLAGE MANAGER - DEVELOPMENT SERVICES

EFFECTIVE DATE: 1/1/2006

DEPARTMENT: Development Services	WORK LOCATION: Village Hall	FLSA STATUS: Exempt	
CLASS CODE: 8300	RANGE: 32	PENSION: IMRF	UNION: NU
REPORTS TO: Village Manager	LEVEL OF SUPERVISION RECEIVED: Administrative Direction		LICENSE/CERTIFICATES:

SUMMARY:

Plans, directs, implements, and monitors the activity of the Department of Development Services, including, but not limited to, Village Development projects such as Prairie Stone Business Park and other economic development projects; review of requests for annexation; subdivision plat approval; site plan approval; the planning operation and design of the transportation system, including interaction with other local, county, and state agencies; and the administration of an annual street reconstruction/resurfacing program. Activities also include review of building plans, issuance of permits and inspection of construction activities, administration of property maintenance programs, and preparation and administration of the Department budget and Capital Improvements Plan projects.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Responsible for organizing and directing the Department of Development Services, which includes the following Divisions: Economic Development, Planning, Transportation / Engineering, and Code Enforcement.	Daily 50%
2.	Establish and maintain effective working relationships with property owners, land developers, real estate professionals, and other professionals, as needed.	Weekly 25%

3.	Participate in meetings with landowners/developers regarding proposed construction.	Weekly 25%
4.	Directs Economic Development efforts, such as development in the Prairie Stone Business Park, redevelopment of the Business District, and other development throughout the Village	Weekly 10%
5.	Directs the Planning throughout the Village including review of site plans, subdivision plats, zoning map change requests, annexation requests, etc. Supervises preparation of analysis and reports for the Plan Commission, Zoning Board of Appeals, Planning, Building and Zoning Committee, Public Works Committee, Transportation and Road Improvement Committee and Village Board.	Weekly 10%
6.	Directs Code Enforcement Division activities including review of building plans and issuance of permits, construction inspections, and administration of property maintenance and health department programs.	Weekly 10%
7.	Directs Transportation and Engineering Division efforts related to the annual street resurfacing/reconstruction project, Village-wide transportation (roadways and transit) improvements including coordination with other governmental agencies, and Village-wide infrastructure.	Weekly 10%
8.	Preparation and administration of an annual Department budget.	Weekly Less than 5%
9.	Preparation and administration of an annual Capital Improvements Plan for Department projects.	Weekly Less than 5%
10.	Establish and implement Department goals.	Weekly Less than 5%
11.	Assist liaison to the Plan Commission and Zoning Board of Appeals.	Weekly Less than 5%
12.	Serve as liaison to Village Board standing Committees, including special Committees, as required.	Weekly 10%
13.	Serve as liaison to local agencies and other taxing districts regarding development activities.	Weekly Less than 5%
14.	Coordinate construction activities associated with local agencies and other taxing districts.	Weekly Less than 5%
15.	Present information at public meetings.	Weekly Less than 5%
16.	Administration of the Personnel Policy Manual for Department personnel matters.	Weekly 5%
17.	Respond to public inquiries regarding Department activities.	Weekly 5%
18.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Serve as Village representative on other professional and/or intergovernmental agencies, as required.
2.	Monitor proposed legislation related to Department functions.
3.	Serve as a member of various employee Committees.
4.	Follow Village-wide and Department safety rules and practices.
5.	Performs other duties, tasks, and responsibilities, as assigned.
SUPERVISORY RESPONSIBILITIES: (Select one – required)	
<input type="checkbox"/> None required	
<input checked="" type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (List specific responsibilities below)	
<ul style="list-style-type: none"> ◆ Direct supervision of Department Division Directors. 	
<ul style="list-style-type: none"> ◆ Establishes policies and procedures for the Department. 	
<ul style="list-style-type: none"> ◆ Supervision of preparation of Department budget and CIP projects. 	
<ul style="list-style-type: none"> ◆ Supervision of the expenditure of Department funds for budget and CIP projects. 	
<ul style="list-style-type: none"> ◆ Administration of Personnel Policy Manual for Department team members. 	
<ul style="list-style-type: none"> ◆ Supervision of the preparation of monthly reports, annual reports, and Committee/Commission/Board materials. 	

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...

Urban Planning/Public Administration

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years 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

2-4 Years
2-4 Years

Computer Skills (Select as appropriate)

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

Enter specific application(s) here

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)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

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

Proficiency In:

- ◆ Working efficiently under pressure and/or with frequent interruptions.
- ◆ Using quantitative skill, performing qualitative analysis.
- ◆ Quickly switching from one task to another.
- ◆ Research, development, and composition of comprehensive reports.
- ◆ Operating a personal computer in a network environment.

Working Knowledge Of:

- ◆ Public administration principles, practices, and methods, with specific emphasis on site development and construction activities.
- ◆ Applicable Village policies, laws, and regulations affecting development and property maintenance activities.
- ◆ Management practices and procedures.
- ◆ Leadership and motivational principles.

Ability To:

- ◆ Manage several large projects simultaneously.
- ◆ Analyze complex issues.
- ◆ Make public presentations and prepare written reports and correspondence.
- ◆ Explain complex analyses to a variety of audiences.
- ◆ Work independently as a Department and as part of a team.
- ◆ High degree of flexibility, creativity and innovation, and the ability to interact effectively with people at all levels inside and outside of the organization.
- ◆ Communicate effectively verbally and in writing.
- ◆ Respond to and interact with residents, employees, and others within and outside the organization in a professional and effective manner.
- ◆ Establish successful working relationships with other employees, supervisors, and other Departments.
- ◆ Read, write, speak, and comprehend the English language.

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	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u> X </u>	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

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

 X Corrected vision of...

20/20

_____ Uncorrected vision of...

Enter specific vision requirement here

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)

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

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: _____