

Position for Director of Economic Development

For The City of Vandalia, Illinois

Summary

The City of Vandalia is seeking an experienced, qualified, professional to lead economic development for our community. The Economic Development Director will work with local, regional and state partners to develop, retain and enhance economic growth in the community and region. A successful candidate for this position will be highly motivated, dynamic, and organized. This is a Full-Time position paid bi-weekly in accordance with the current City Salary Ordinance and reports to the City Administrator and Mayor for day-to-day matters.

- This position is subject to the employee hiring practices of the City of Vandalia, subject to the final approval of the City Council. Upon the hiring decision by the City Council, the employee shall receive an offer letter outlining the terms of employment and compensation.
- The Director shall receive a \$5,000.00 bonus for each individual business entity that the Director brings to Vandalia that employs a minimum of 50 full time employees.
- No provision for overtime; it is the understanding and expectation of the parties that the Director will work no less than 40 hours per week but shall expend additional time as may be necessary to effectively perform the duties of the position. All time required shall be covered by the salary provided.
- The City will contribute to the following benefits for the Director: employer portion of participation in IMRF, employer portion of medical insurance under the same terms and conditions as is provided to its other non-bargaining unit employees.
- Vacation, personal leave, and sick leave are provided as outlined in the Personnel Policy
- All compensation paid is subject to applicable withholding and deductions as required or authorized by law (such as federal, state and local taxes and FICA) and any agreements or arrangements between Director and City (such as medical benefits and insurance).
- Compensation and benefits are subject to modification by the City.

Qualifications

- Bachelor's Degree preferred, with focus on business or public administration or a related field.
- Three years prior direct experience in economic, community development.
- Three years progressively responsible experience in commercial real estate, economic development, marketing, or a closely related field, focusing on the attraction of retail and sales tax generating businesses.
- Advanced training in professional sales and negotiation techniques.
- Thorough understanding of negotiation of sensitive issues related to economic development and commercial real estate.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Commercial real estate sales and marketing procedures.
- Ability to prepare clear and concise administrative and financial reports.
- Proficient with Microsoft Office suite.
- Municipal experience is a plus.
- Possession of an appropriate, valid Illinois driver's license.

Responsibilities

- Responsible for administration of TIF, Enterprise Zone, and other economic development programs
- Expected to attend the entirety of off-hour events, including recruitment, retention, and civic events that are a part of the City's general calendar and events such as job fairs, farmer's markets and other business events either as required by the Mayor or City Administrator or specifically excused by them.
- Travel to and from out-of-town meetings. If the city car is not available, employee may use his or her own vehicle and will be compensated at a rate equivalent to the current Federal guidelines.
- Work to improve the image of the City.
- Attend regular meetings of the City Council upon request.
- Expected to spend as much time retaining existing businesses as recruiting new ones.
- Recommend and assist with implementation of city goals and objectives related to economic activities and programs.
- Develop strategic plans for long-range community economic development goals.
- Prepare periodic reports indicating related activities and progress towards goals and objectives.
- Develops and prepares informational brochures and other materials describing the community and provides information on economic development activities to the City website.
- Maintain job listings on the City Website.
- Analyzes job training needs of current and prospective employers and coordinates this effort with local educational institutions and other job-training organizations.
- Maintain a list of available commercial properties.
- Establish and maintain contact with other City, County and statewide economic development organizations and serve as team leader on specific projects related to economic development.
- Analyze legislation pertaining to economic development and recommend policy and procedural changes to implement said legislation.
- Plan, manage and oversee the activities and operations of the Economic Development programs and initiatives.
- Coordinate assigned activities with other departments and outside agencies.
- Provide general assistance and support to the Mayor and the City Administrator.
- Supervise the City Tourism Director.
- Recruit high quality industries, retailers, and developers.
- Work with commercial real estate brokers.
- Work with city landowners to encourage sales tax generating development.
- Participate in the preparation and administration of the economic development program budget in order to facilitate economic development programs and activities.
- Interact with chamber of commerce to promote Vandalia business and represent the city at chamber/city organizations and commercial real estate trade shows.
- Serve as a staff resource in creation of and support of city's tax increment financing districts
- Provide customer service to citizens, brokers, landowners, retailers, developers, and organizations acting as an advocate for business.
- Develop and implement plans to market the City as a thriving, prosperous, community.

- Expected to make telephone, physical, and electronic contact with businesses, both prospective and existing.
- The Director shall regularly report to the Mayor and City Administrator, businesses contacted and those scheduled for contact.
- The Director shall devote the Director's entire business time, attention, energies, and best efforts to the performance of this position. Specifically, and not by way of limitation, Director shall not, while employed by City, be engaged in any other commercial, professional or similar activity (excluding volunteer community service which does not interfere with the employee's performance of the Service).

Working Conditions

- Office environment; exposure to computer screens and extensive amount of public interaction

Physical Conditions

- This position may require standing and sitting for prolonged periods of time; may be required to operate assigned vehicles; some travel within and outside the city.
- Make sound decisions, use good judgment, and have regular attendance.

Resumes can be mailed or dropped off to City Clerk Carla Huhn, Vandalia City Hall, 431 W. Gallatin St, Vandalia, IL 62471. Resumes will be accepted until Noon on August 15, 2024.

EOE