

VILLAGE OF SKOKIE EMPLOYMENT OPPORTUNITY

Medical Insurance

Dental Insurance

IMRF Retirement Benefits

Social Security Retirement Benefits

Vacation & Sick Leave

Credit Union

Deferred Compensation Plan

Group Life Insurance

Notice of Accepting Applications for the Position of:

Economic Development Coordinator – Full Time Community Development Department

Salary
Information:

The annualized salary range for this position is \$73,792 - \$94,180. The starting salary range is \$73,792 - \$81,356, depending on qualifications.

Brief Description
of Duties:

Under general supervision of the Economic Development Manager, this position will plan and implement programs related to economic development, assist in business retention and attraction efforts, create and maintain special financing districts, and assist in commercial area redevelopment and other short and long-term economic planning efforts. Staff in the Economic Development Division serve as liaisons between the Village and the business community. Conducts on-site business visits; assesses growth potential, stagnation or downsizing, and builds a continual data base on local businesses as part of the Business Retention Program; Assists Economic Development Manager with the study of economic development issues and implementation of programs; Assists in the administration of tax increment finance (TIF) districts, special service areas (SSA) and other financial and technical incentive programs; Promotes and coordinates the Village's economic incentive programs that include, but are not limited to, tax increment financing, storefront enhancement program, the Village's review process for Cook County incentive programs such as 6B, 7A, and 7B assessments; Performs other work-related duties, as assigned.

Required
Training and
Knowledge:

Bachelor's degree in urban planning, public administration, business or related field; Master's Degree is preferred; Three years of experience in municipal local government, not-for-profit, or similar employer; Experience with economic development consulting, Chamber of Commerce, or a real estate development company preferred; Valid Driver's License required; Demonstrated knowledge of the principles and practices of economic development, urban planning, building and permits, small business planning, operations, finance, and assistance; Working knowledge of Tax Increment Financing, Special Service Area Financing, Cook County tax rebate programs, and other economic development initiatives; Excellent written and verbal communication skills required for report writing and verbal presentations for businesses and merchant groups.

Application
Process:

To be considered for this position, please submit a Letter of Interest and resumé, along with three professional references to: Village of Skokie Human Resources Office 5127 Oakton Street Skokie, IL 60077, or email to Human.Resources@skokie.org by March 24, 2023. Faxes are not accepted.

APPLICATION DEADLINE: Friday, March 24, 2023
The Village of Skokie is an Equal Opportunity Employer

Created: February 2023

JOB IDENTIFICATION

Position Title:	ECONOMIC DEVELOPMENT COORDINATOR
Salary Range:	A 230
FLSA:	Exempt
Department:	Community Development
Division:	Economic Development
Reports to:	Economic Development Manager
Supervises:	N/A

JOB PURPOSE

The Economic Development Coordinator will plan and implement programs related to economic development, assist in business retention and attraction efforts, create and maintain special financing districts, and assist in commercial area redevelopment and other short and long-term economic planning efforts. Staff in the Economic Development Division serve as liaisons between the Village and the business community.

ESSENTIAL JOB FUNCTIONS

- Conducts on-site business visits; assesses growth potential, stagnation or downsizing and builds a continual data base on local businesses as part of the Business Retention Program
- Researches and contacts prospective retailers, restaurants, and other businesses as part of Village-wide attraction and recruitment efforts
- Assists with the economic development marketing program and the promotion of the Village as an ideal location for business and industry
- Assists Economic Development Manager with the study of economic development issues and implementation of programs
- Assists in the administration of tax increment finance (TIF) districts, special service areas (SSA) and other financial and technical incentive programs

- Develops and promotes business assistance programs for both retention and attraction
- Works with business districts to support development of businesses and corridor identity. Work is in support of enhancing retail and restaurant development throughout all of the commercial areas within Skokie
- Promotes and coordinates the Village's economic incentive programs that include, but are not limited to, tax increment financing, storefront enhancement program, the Village's review process for Cook County incentive programs such as 6B, 7A, and 7B assessments
- Conducts surveys and gathers data for redevelopment programs
- Meets with developers and businesses to discuss and review plans
- Assists Village residents and businesses with questions regarding economic development

OTHER RESPONSIBILITIES

- Performs property or business research as needed
- Maintains project files for various economic development initiatives
- Represents department at civic and other meetings
- Maintains and upgrades the Village's Economic Development web site
- Analyzes requests for redevelopment assistance
- Performs survey field work for planning/development studies
- Performs other duties as assigned

KNOWLEDGE / SKILLS / ABILITIES

- Demonstrated knowledge of the principles and practices of economic development, urban planning, building and permits, small business planning, operations, finance, and assistance
- Working knowledge of Tax Increment Financing, Special Service Area Financing, Cook County tax rebate programs, and other economic development initiatives
- Excellent written and verbal communication skills required for report writing and verbal presentations for businesses and merchant groups
- Ability to carry out complex research assignments independently

- Strong analytical, data processing, research, and organizational skills required
- Ability to work independently and exercise sound judgement
- Ability to follow all safety rules and regulations of the Village
- Remain current in the principles and practices of economic development through membership and participation in relevant professional and business associations and reading current literature and other reference materials related to economic development
- Proficiency with word processing, Excel and PowerPoint programs; knowledge of GIS and CAD helpful

EDUCATION / TRAINING / EXPERIENCE

- Bachelor's degree in urban planning, public administration, business or related field; Master's Degree is preferred
- Three years of experience in municipal local government, not-for-profit, or similar employer
- Experience with economic development consulting, Chamber of Commerce, or a real estate development company preferred

OTHER NECESSARY REQUIREMENTS / LICENSES

- Valid Driver's License required.

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 close vision for proofreading documents, ability to adjust focus while working and be free from colorblindness.