



## **Village of Little Chute – Community Development Director**

**Job Title:** Community Development Director

**Closing Date:** Please submit a complete application package by the close of business **Friday, December 6<sup>th</sup>, 2019**

**Job Description:** The Village of Little Chute (pop. 11,729) is a growing, dynamic community located in Outagamie County, Wisconsin. Over the past decade, the Village of Little Chute has been one of the fastest growing communities in the Fox Cities area. Due to retirement, the Village of Little Chute is seeking a dedicated leader with economic development experience for the position of Community Development Director. This is a department head position responsible for the direction and coordination of all activities of the Community Development Department for the Village of Little Chute. The current director is retiring after serving the Village of Little Chute for over thirty years. Over that time, the department has successfully led the village through various periods of rapid growth and redevelopment across all sectors of development for our growing community. The next Director will have the ability to lead the organization's processes and efforts across all facets of community development for the Village of Little Chute.

### **KEY DUTIES AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

The Community Development Director provides direct oversight and leadership to the Community Development Department which oversees planning and assessing, and is responsible for the initiation, direction and supervision of all matters related to community development for the Village of Little Chute. This position also directs the village's economic development program, planning program, zoning code implementation and property tax assessment programs. Assignments are performed with considerable independence, particularly on economic development aspects of village activities.

- Oversee the administration of all community and business development loan and incentive programs, brownfields and housing assistance programs.
- Work with developers, as needed, to guide them through the development process and to serve as an effective information resource; coordinates activities between departments and other entities relating to community development issues and projects.
- Oversee and implement policies regarding the Village's industrial parks, including the coordination of all land sales, options/rights of first refusal, and protective covenants.
- Oversee State and Federal programs for which the department has primary responsibility including, community and economic development, brownfields, the Community Development Block Grant Program and coordinate the preparation, submittal and

implementation of village grant applications and management of approved contracts in the areas of community and economic development.

- Works with local businesses to address needs and seeks new businesses to locate in Little Chute.
- Works with outside agencies in the development of plans affecting the community.
- Assist in seeking various means of financial support for business and industry.
- Develops, initiates, and provides assistance on special projects such as the Downtown Master Plan.
- Administer the activities of the Department, including the assignment of work activities for projects and programs undertaken and maintaining the Village's comprehensive plan, ordinance revisions, and documents related to land use policy and zoning.
- Directly advise the Village Administrator and Village Board, along with other boards and commissions.
- Review and present all zoning and Official Map text and map amendments, subdivisions, vacations, site plans and other planning documents to various public bodies for their review, including holding of public hearings in conjunction with other staff.
- Reviews and executes the Department budget.
- Attends meetings of the Village Board, Plan Commission, and other committees as required.
- Manage the Village's TIF districts, including new district creation and amendments in cooperation with Finance Department.
- Manage consultant selection, contracts, and performance for Community Development related services.
- Coach, train, and evaluate staff per village policies and procedures.

**Qualifications:** Graduation from an accredited four-year college or university with major course work in planning, geography, finance, or a closely related field, and three to five years of progressively responsible experience in economic development and/or the planning profession. In evaluating candidates for this position, the Village may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Competencies in areas such as business retention and expansion, real estate development and reuse, and economic development finance/credit analysis preferred.

**Salary/Salary Range:** Dependent upon qualifications

**Apply To:** To apply, submit a cover letter and resume (with a minimum of three references) to Village Administrator, James Fenlon at [james@littlechutewi.org](mailto:james@littlechutewi.org) or 108 W. Main Street, Little Chute, WI 54140 by the close of business on December 6<sup>th</sup>, 2019.

The Village of Little Chute is an Equal Opportunity Employer.