

# Community Development Services



The City of Urbana, Illinois is seeking a  
proven leader as its next

**DIRECTOR OF COMMUNITY DEVELOPMENT SERVICES**

# About the City of Urbana

Located in the heart of Champaign County in east central Illinois, Urbana (pop. 38,336) is strategically positioned at the intersection of three major interstates, making it an attractive location for economic development. Urbana is internationally distinguished as the home of the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the preeminent research institutions in the world. With the help of four beautiful seasons, a richly diverse population, a Big Ten University, two regional medical centers, and a vibrant arts and entertainment scene, Urbana offers a variety of services, recreation, and culture.

One of the greatest characteristics of Urbana is the outstanding quality of life and low cost of living. Because of its natural assets and college setting, Urbana offers residents a metropolitan feel with small-town charm. In recent years, Urbana has been cited by the National Home Builders Association as one of the top ten most affordable housing markets in the United States. The highly ranked school districts, park district, library, and award-winning mass transit district also highlight the community's dedication to excellence.



**Electrical and Computer Engineering Building**  
University of Illinois, Urbana-Champaign

# About the City of Urbana



Saturday morning at Urbana's Market at the Square is one of the city's signature institutions.



## Market at the Square

Since 1979, Urbana's Market at the Square has been a mainstay for Urbana and the surrounding area by connecting the community with local growers and artisans. Market at the Square boasts one of the best selections of made-and grown-in-Illinois products including: produce, meat, dairy, honey, local beer and wine, flowers, handmade art and crafts, and more.

Left: Urbana's Market at the Square vendors and shoppers

The Urbana Park District was formed in 1907 with one park – Crystal Lake Park. It has since grown to include 22 parks and natural areas and several facilities.

Below: Carle Park, Urbana, IL



# About the Urbana Department of Community Development Services

The City of Urbana Department of Community Development Services (CDS) maintains and improves the quality of life for Urbana citizens by delivering programs in four key areas:

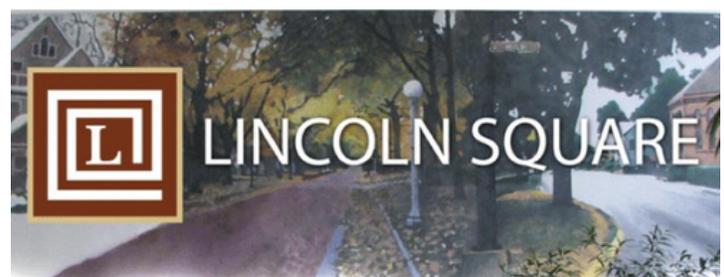
**Economic Development** – Fostering urban development, entrepreneurial growth, cultural vibrancy, & quality of life in Urbana through the implementation of City plans & priorities

**Building Safety** – Promoting health, safety, and quality of life in the built environment through timely and fair administration of building and property maintenance codes

**Grants Management** – Seeking and administering grant funding from a variety of sources to provide affordable housing, strengthen neighborhoods, and help individuals meet their needs

**Planning** – Engaging the community to create a vision for the future and facilitating quality development in accordance with that vision

For more on the work of the Department of Community Development Services at the City of Urbana – including the Urbana Bicycle Wayfinding Master Plan, the Urbana HOME Consortium, Gather North, and the Consolidated Social Services Fund – see the **Community Development Services January 2019 - June 2020 18-Month Report**.



Downtown Get Down, supported by Urbana's Arts & Culture Program; Little Hearts & Hands Academy, supported by CDS incentive programs; Prairie Fruits Farm & Creamery and Lincoln Square, commercial projects on City-owned properties and managed by CDS.

# About the Director of Community Development Services

As a member of the City's executive management team and under the general direction of the Mayor and the supervision of the City Administrator, the Director of Community Development Services has overall responsibility for land-use planning, zoning, economic development, various grant programs, and compliance with building and property maintenance codes. Additional activities include oversight of the Arts and Culture Program and Urbana's Market at the Square. Specifically, the Director has responsibilities in four areas:

## **Strategic Leadership**

- Establishes the strategic direction for the department in alignment with the City's strategic priorities
- Builds partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources

## **Department Operations**

- Manages, monitors, and evaluates all Department service delivery methods and procedures and allocates resources accordingly
- Develops, recommends, and administers policies and procedures
- Engages department managers to plan, direct, and coordinate the department work plan
- Serves as a technical advisor to the Mayor, City Council, City Administrator, citizen groups, individuals, contractors, and others on departmental issues
- Assists in the preparation of new City ordinances and the revision of existing ordinances
- Oversees all financial aspects of the department

## **Team Management**

- Provides effective work direction to subordinate supervisors and employees
- Facilitates group problem-solving, recognizing positive results, managing conflict, and negotiating satisfactory outcomes
- Assesses and monitors workload and, within City policy, establishes appropriate service and staffing levels
- Works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices

## **Community Engagement**

- Maintains effective relationships with governmental officials, community leaders, City boards and commissions, residents, news media representatives, and other key stakeholders
- Represents the City in negotiations with other agencies, community groups, and individuals on a wide variety of issues pertaining to the full range of community development activities

# About the Director of Community Development Services

## Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of a Bachelor's degree in urban planning, architecture, business or economic development, engineering, or related field and
- Five (5) years of work experience in community development as a director or assistant director or
- Comparable management experience in either building safety, economic development, or urban planning.

A Master's degree in urban or land use planning or related field (e.g., public administration) is preferred.

The ideal candidate will display a respect for and commitment to identifying and meeting the needs of diverse and underserved communities and to continuously improving customer service as well as a demonstrated ability to apply a comprehensive understanding of community development services toward strategic goal setting, complex problem solving, and diverse service delivery.

Qualified candidates will also possess the following skills, abilities, knowledge and commitments:

- The ability to collaborate, relate, and communicate effectively to a broad range of people both inside the organization and in the community
- Commitment to staff development and involvement, with intentional focus on developing future leadership for the department and City
- Exceptional aptitude to anticipate and solve problems, identify alternative courses of action, and prepare, present, and defend proactive recommendations
- Excellent communication skills, including skillfulness in listening actively, presenting effectively, and creating written documents that are clear and concise
- Knowledge and understanding of a wide variety of capital improvement projects and operational and administrative services
- Comprehensive knowledge of municipal finance and budgeting as they apply to operations and activities

## To Apply

The City of Urbana is partnering with POLIHIRE to identify its next Director of Community Development Services. Interested individuals should submit a letter of interest and resume to [Urbana\\_Director\\_CDS@polihire.com](mailto:Urbana_Director_CDS@polihire.com). Please include only your name (Last, First) in the subject line when submitting these materials.

**POLIHIRE**

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