

Position Description

Position: **Community Development Manager**

Reports To: Planning and Community Development Director

Position Purpose

The Community Development Manager is responsible for the economic development, community development, membership and local technical assistance programs of the Regional Planning Commission. The position oversees professional and technical staff in the various program areas. The Manager has primary responsibility for marketing CCRPC services throughout a multi county area of East Central Illinois. The position also serves as the primary professional staff to the Board of the East Central Illinois Economic Development District (ECIEDD).

Dimensions

Supervises, hires and trains professional and technical staff including an economic development specialist, planners, analysts and others.

Supervises development and closing of numerous business loans annually and management of a loan portfolio with a current aggregate value of over \$4.5 million.

Supervises administration of the Champaign County Enterprise Zone and Champaign County Employees Credit Union.

Provides professional support to the Champaign County Community Development Corporation and the East Central Illinois Economic Development District (ECIEDD).

Provides staff support to the Champaign County Board in the development and implementation of County plans, policies and programs.

Supervises marketing, development and administration of the County planning contract and local technical services contracts for planning services.

Supervises staff support to the RPC Technical Committee and implementation of its projects.

Supervises the operation of the RPC Information Program and collection, documentation and analysis of economic, demographic and environmental data.

Develops, markets, closes and supervises completion of local economic development contracts

Nature and Scope

The Community & Economic Development & Planning Services Manager:

- develops strategic direction for economic development, planning and technical services programs;
- supervises the operation and administration of the programs including budgeting, reporting, etc;
- markets services to new clients and new services to current clients;
- provides leadership and professional support to various boards and committees;
- supervises professional and technical staff that have day to day responsibility for the programs;
- supervises development and management of a variety of community and economic development projects, including economic development plans, tax increment finance redevelopment plans and other policy plans;
- supervises development and management of a variety of planning related projects including comprehensive plans, special area and special purpose plans, strategic plans and zoning, subdivision, flood hazard and other regulations.
- monitors relevant strategic trends, policy changes and political developments;
- trains and provides technical and logistical support to staff, and
- ensures compliance with applicable policies, program regulations, laws and policy directives.

Principal Accountabilities

Incumbent is responsible for overall economic development, planning and local technical assistance project management. This includes negotiation of contracts; establishment of project budgets; and presentation, and reporting of project outcomes. When necessary, the incumbent has authority to reject project contracts, citing reasons for rejection.

Incumbent has supervisory responsibility for one or more Planners, a Planner Analyst and one or more Economic Development Specialists including the selection, hiring, training, evaluation, direction of work objectives and priorities, approval of travel, verification of time sheets, travel vouchers and vendor bills.

The Community Development Manager has supervisory authority over loan packaging, review, collateralization and portfolio management for three business lending programs. While making independent credit decision on loans up to \$50,000, incumbent consults with the Division Director, CFO or CEO in matters of larger economic development loans.

Incumbent investigates new relationships and agreements with prospective economic development lending sources with the intent of increasing the capital risk pool.

Incumbent investigates new relationships and opportunities to provide new planning related services to local governments and also in a regional context.

Incumbent is responsible for correspondence, in both oral and written format, with contacts such as bankers, private business operators, attorneys, City Councils, County Boards, and senior staff at state agencies such as the Illinois Department of Commerce and Economic Opportunity and the U.S. Economic Development Administration.

Incumbent is responsible for providing professional leadership to, and developing and implementing programs for the Board of the East Central Illinois Economic Development District.

Incumbent develops and is responsible for implementing planning, economic development and other programs for the Champaign County Board under the direction of the County Board Chair and other county officials.

Incumbent manages programs operated under specified grant and contract requirements, administrative rules and laws and is responsible to clients and funding agencies for assuring compliance with applicable contractual obligations, rules, reporting requirements, etc.

Required Knowledge

The CD Manager must possess strong analytic skills and general planning knowledge encompassing planning, economic development and community development.

The CD Manager should have a proven history of program development and/or management in one or more of the following areas:

(1) planning, (2) policy analysis, (3) community development or (4) economic development..

The CD Manager should be generally familiar with State and Federal economic development and community development programs and ideally is familiar with CDBG and CSBG funded programs.

The CD Manager must be able to communicate, in both oral and written form, succinctly and persuasively in a wide variety of contexts, from negotiations with private sector companies to the presentation of proposals and projects to elected officials.

The CD Manager position requires a master's degree in urban planning or related field with a minimum of five years experience in planning or community development, or an equivalent combination of education and experience.

Supervisory experience is preferred.

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