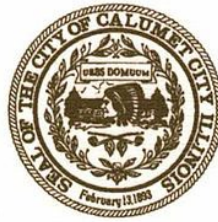


CALUMET CITY DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

BOOTS ON THE GROUND COORDINATOR – DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

JOB SUMMARY

The Boots on the Ground Coordinator is supervised by the Department of Community and Economic Development in cooperation with the Department of Building and Zoning, to ensure existing small business retention and to establish a single point-of-contact for new small business development. Ultimately, the goal is an economic development strategy to proactively connect with existing small businesses to understand and respond to their specific needs, so that small businesses grow, stay, and become more committed to the community. Special attention is given to businesses that employ less than 25 people as small businesses are the driver of job growth. This position will work with the Business License Department as well to ensure that small businesses, that may not necessarily fall under the realm of the CED, but still require implementation of economic development tools, marketing programs, incentive agreements, etc., including Class 8 property tax programs, Enterprise Zone, TIF, etc. These are small businesses that are leasing and renting property to do business in Calumet City. This position does not determine the qualifications of a small business or the zoning requirements for such business. This is indeed the responsibility of the Department of Building and Zoning and, in some cases, discussions with the Department of Economic Development. Businesses may also be referred to the Mayor's office for consideration and/or the Zoning Board of Appeals, depending on the assessment.

Therefore, as the Single-Point-of Contact to these small businesses, the Boots on the Ground Coordinator, is responsible for ensuring small businesses meet the requirements of building and zoning, licensing, and clerk's office paperwork:

- Ensure new small businesses are meeting their grand opening date goals
- Ensure existing small businesses that seek to expand have the tools and information needed for success – help walk them through the process
- Help to ensure proper licensing is acquired (both local and state) by working with Department of Inspectional Services and Clerk's Office
- Help to ensure existing business licenses are renewed annually
- Help to coordinate proper signage according to code

Daily work efforts include:

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- In person, phone, and email - ongoing contacts with existing small businesses in the community to ensure their business licenses are up to date, and to check on any issues they may have with retention (their stay in Calumet City)
- Ensure small businesses have a pool of qualified Calumet City residents for hiring consideration
- Maintain contact list of all small businesses – including address, manager name, email, phone, etc.
- In person, phone, and email – ongoing contacts with new small businesses that appear on new business license list provided by the Clerk's Office (Business Licensing) to ensure these businesses are meeting their target open dates
- In person distribution of information to small businesses from Mayor's Office, Building and Zoning, and the Department of Economic Development – that may be helpful for small business retention and small business development. Follow up by phone and/or email
- Ensure small businesses receive the latest information from Federal Government, State of Illinois, Cook County, and Thornton Township regarding tax appeals, SBA loans, and grants
- Keep track of the milestones small businesses achieve within the community – e.g., number of years serving Calumet City, expansion, groundbreaking ceremonies
- Ensure and maintain business signage fees and installation of signage after business license inspection
- Provide monthly reports on business opening schedules and closings
- And any other duties as assigned by Mayor's Office/Chief of Staff, Economic Development, and/or the Department of Building and Zoning

APPLICANT QUALIFICATIONS

- Be familiar with pertinent Federal, State and local laws, codes and regulations
- Possesses strong organizational skills
- Excellent verbal and written communication skills
- Have working knowledge of municipal zoning/codes and infrastructure, and planning programs and processes
- Maintain a valid driver's license
- High School Diploma or equivalent required; Bachelor's degree preferred
- Must have U.S. citizenship

Please contact Personnel Director Deston Dorchack at ddorchack@calumetcity.org or Chief of Staff Deanne Jaffrey at djaffrey@calumetcity.org.