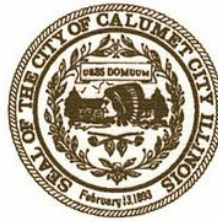


CALUMET CITY DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

JOB SUMMARY

The Economic Development Director

- Assumes full management responsibility for all services and activities related to economic development activities within Calumet City and/or immediate surrounding areas.
- Facilitates development and manages implementation of economic development goals, objectives, policies and priorities established by the Economic Development Department.
- Pursues potential companies (clients) interested in relocating to Calumet City and existing companies interested in expansion with the City; determines appropriate means of assistance by and through the Economic Development Department; allocates resources appropriately.
- Seeks available sources, funding and otherwise, to aid in the economic development activities of Calumet City; sources include, but are not limited to, Cook county economic development funds and State and Federal funding through enterprise zones, grants and/or low interest loans.
- Markets the community to potential companies; follows up to receive feedback regarding pros and cons as perceived by potential companies; develops strategies to convey feedback to City leaders and community (i.e., what needs to occur to improve marketability).
- Represents the Economic Development Department and coordinates activities with potential companies, City staff, elected officials and outside agencies.
- Explains economic development process to corporate executives and developers and negotiates incentives to establish and maintain business relations within the City.
- Oversees and participates in the development and administration of the Economic Development Department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Identifies needs of existing companies and develops programs to support companies and encourage local expansion of jobs, annual payroll, and capital investment.
- Identifies local workforce issues and collaborates with companies, local government entities, and State entities to develop programs to meet workforce needs.

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- Collaborates with outside firms to develop and implement marketing initiatives, marketing materials, and collateral materials, and represents the Economic Development Department at seminars, trade shows, and other economic development functions.
- Markets directly to site location consultants, industrial brokers and industry officials to bring new jobs and capital investments to the City.
- Develops and maintains the Economic Development Department website, community profiles, and other demographic information.
- Develops and implements the strategic plan for economic development with the assistance of the Economic Development Department Board, City staff, and volunteers. Represents the Economic Development Department to the City Council, civic organizations, County and regional organizations.
- Maintains various reports related to Tax Increment Reinvestment Zones and the Economic Development Department Annual Report.
- Manages Tax Increment Financing Zones and maintains active communication with the City, County, and State to ensure appropriate maintenance measures are taken.
- Performs related duties and responsibilities as required.

APPLICANT QUALIFICATIONS

- Must have knowledge of operations, services and activities of a comprehensive municipal economic development program
- Be familiar with pertinent Federal, State and local laws, codes and regulations
- Possesses strong analytical, organizational, and negotiating skills
- Have working knowledge of municipal zoning/codes and infrastructure, and planning programs and processes
- Certifications from various Economic Development organizations preferred
- Bachelor's Degree in economics, public administration, business administration, or similar fields required
- Maintain a valid driver's license
- 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.