



Job Description

Position Title:	Project Manager
Department:	Development Services
Reports to:	Development Services Director
FLSA Status:	Exempt
Status:	Regular Full-Time
Grade:	IX
Hours of Work:	Primarily regular dayshift office hours with some evening and weekend work as needed

Statement of Duties

Position performs duties related to reviewing and coordinating projects during the development process including planning entitlements, permitting, annexation agreements, engineering and plats. Responds to internal and external inquiries and concerns pertaining to all developments from concept plan submittal through certificate of occupancy. The work involves seamless communication among Village departments, outside agencies and units of government to review development proposals and to resolve issues during the development process. The position will be the single point of contact with applicants on new development projects.

Supervision and Responsibilities

Employee works under the general direction of the Development Services Director. Position works in accordance with the applicable statutes of the State of Illinois and local municipal ordinances. Employee functions independently, referring specific problems to the supervisor only where clarification or interpretation of Village policy or procedure is required.

Performs highly responsible functions of a complex and technical nature requiring the frequent exercise of judgment and initiative to ensure that development project issues are identified and appropriately resolved in accordance with State and local laws and to accepted professional standards.

Employee may exercise supervisory responsibilities over contract consultants, and provide indirect supervision of department staff through recommended policy revisions or development process improvements.

Employee has access to confidential information of the department concerning development projects. Errors can result in adverse public relations, a delay or loss of service, monetary loss, and/or legal repercussions.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding each application, and determining compliance with codes and regulations, and applicable state and federal laws. Work is performed under policies, practices and precedents that may be complex or conflicting, at times. Employee uses judgment to analyze specific situations and determine appropriate actions. Employee is expected to understand, interpret and ensure compliance with complex federal, state and local regulations.

The position has frequent contact with the public, consultants, and developers to provide information and answer inquiries regarding planning, building and development issues. Other contacts are with engineers, attorneys, consultants, local businesses and organizations, other governmental agencies, and other Village departments. The purpose for contact is to exchange information, coordinate and facilitate projects, and resolve problems. Contacts are usually made in writing, in person, via e-mail, computer and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

1. Serves as a single point of contact for development applicants throughout the development process from application to certificate of occupancy.
2. Reviews development cases, coordinates review comments from various departments and agencies and prepares review comments for the development applicants.
3. Proactively manages development projects to guide applicants through the development process to promote effective communication and understanding of all involved parties.
4. Coordinates discussions between the plan reviewers and applicants regarding their projects and assists to address issues as they arise.
5. Proactively works with the applicants to ensure applications and plan revisions are submitted in a timely manner and that inspections are scheduled in order to get development projects through to completion quickly and effeciently.

6. Explore opportunities to streamline the development review process
7. Performs similar or related duties as required by the supervisor.

Physical and Mental Requirements

Employee works in a moderately loud office and is required to stand, walk, sit, talk, listen and use hands while performing duties. Employee occasionally lifts objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for position. Equipment operated includes office machines and computers.

Occupational Risk

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

Education and Experience

A candidate for this position should have a bachelor's degree from an accredited college or university in Engineering, Planning, Geography, Landscape Architecture, Construction Management or related field, and at least three years of experience in the development or building field; or an equivalent combination of education and experience.

Required Certifications

Illinois Professional Engineer license, AICP, ICC or PMP certification strongly preferred.

A valid driver's license is required.

Key Knowledge and Skills

Knowledge of:

- Principles, practices, and tools of engineering, planning, building and development
- State and local laws pertaining to land use, planning, zoning, construction, housing, and the environment
- Local government procedures
- Modern office practices and procedures

Skill and ability in:

- Communication and customer service in order to interact professionally and effectively with staff, public, consultants, and elected and appointed officials
- Use of computer programs and applications
- Project management and plan review
- Writing, research, and organization