NOW HIRING

COMMUNITY DEVELOPMENT OFFICER

NATURE OF WORK

This is advanced professional and administrative work directing the activities for Community Development for the Village of Minooka. Main responsibilities include representing the Village via marketing, outreach with the brokerage and development community as well as general communication and public speaking on behalf of the Village.

Other work involves assisting with planning, organizing, coordinating the Village's zoning, building, and code enforcement programs, including helping with the Village's long/short-range land use management and development programs.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Assist Village Administrator and Building Officer on new project development from residential, commercial and industrial developments.

Help direct and formulate Village/Civic outreach programs, including marketing, public relations, newsletter and social media.

Responds to public inquiries concerning Village policy related to planning, zoning, building and property maintenance issues.

Prepares or coordinates the preparation of research reports and other policy documents to serve as a basis for action by the Village Board and the Planning and Zoning Commission; advises and coordinates with the Village Administrator, Public Works Director and Building Officer on planning and development matters.

Will be required to attend Planning and Zoning Commission, Committee of the Whole, Economic Development Committee meetings and Village Board meetings.

Represents the Village Administrator and Building Officer on special assignments; and maintains liaisons with the business community, community groups, and other departments and organizations.

Assist Building Officer in the enforcement of building, zoning, property maintenance, and nuisance ordinances through a subordinate supervisor.

OTHER JOB FUNCTIONS

Performs related duties as assigned.

REQUIREMENTS OF WORK

Graduation from a two-year college or four-year university with major course work in communications, marketing, urban planning or a related field; experience in professional planning including integrating Information Technology, marketing and organization skills within a professional environment; or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

- Ability to plan, organize, and direct the work of professional, technical, and clerical employees.
- Ability to express ideas effectively orally and in writing.
- Ability to establish effective working relationships with Village officials, developers, employees and the public.
- Proficient in Microsoft Office programs and poses general computer skills

COMPENSATION PACKAGE

The position will be full-time (40 hours per week), base pay starting at a range of $90,000+\- based on experience and qualifications. Illinois Municipal Retirement Fund eligible, Tier 2 pension. The position also offers paid sick, personnel, holiday, and vacation time.

Cover Letter & Resume can be emailed to info@minooka.com or dropped off at the Village Hall, 121 E. McEvilly Rd, Minooka IL, 60447

Deadline for submission is Monday, November 16, 2026.