

ASSISTANT DIRECTOR - ECONOMIC & COMMUNITY DEVELOPMENT



CITY OF DECATUR, ILLINOIS





The Community

Decatur (Population 70,975) is the largest city and the county seat of Macon County in the state of Illinois. Founded in 1829, the city is located 40 minutes from Springfield and under three hours from St. Louis, Indianapolis, and Chicago. Decatur offers a unique blend of urban amenities and suburban comfort, making it an attractive choice for residents seeking a balanced lifestyle in the Midwest.

With a staff of approximately 500 full-time employees and an annual operating budget of \$311 million, the City of Decatur seeks to improve the quality of life for its residents by becoming a premier public service organization in Central Illinois. This mission strengthens its place as a modern industry and manufacturing center and directs its revitalization of older neighborhoods.



Mission & Values

MISSION:

The City of Decatur seeks to improve the quality of life for its residents by becoming the premier public service organization in Central Illinois. We believe that fulfillment of our mission will result in pride -- pride for and by our community, as well as pride for city employees.

VALUES:

Professionalism: City of Decatur employees are educated and trained in their areas of responsibility to provide services to the citizenry in a professional and expeditious manner. Employees emphasize honesty, integrity, fairness and competence in the delivery of these services.

Responsiveness: The City and its employees are responsive to the ever-changing needs of the citizens. Attempts are made to respond to those needs in a caring and humane fashion.

Innovation: The City values the creativity of its employees and citizens. Through team building and group dynamics, the City fosters and enhances the spirit of innovation to fulfill its mandates.

Dedication: City of Decatur employees are committed to the work they do. The organization nurtures this dedication, and rewards the enthusiasm and involvement of its employees. This attitude of commitment permeates the delivery of all City services to the constituency.

Efficiency: The City prides itself on its cost-effective operation. Countless measures are taken to spend taxpayers' money with the greatest possible efficiency. There is an ongoing effort to provide the best possible services to the community at the lowest possible cost.

Why Choose Decatur, Illinois?

By choosing Decatur, you'll become part of a community that values affordability, diversity, and quality of life. Whether you're a young professional, a growing family, or a retiree, Decatur offers the perfect blend of Midwestern charm and modern amenities to call home.



→ Affordable Living

Decatur boasts an exceptional cost of living, offering affordable living for all residents:

- With a median home value of \$96,800 and median rent of \$770, housing costs are significantly lower than the national average.
- This affordability allows residents to enjoy a comfortable lifestyle without breaking the bank.

→ Diverse Community

Our city is one of the most diverse in Illinois, receiving an exceptional ranking for diversity:

- Decatur's population of 70,975 represents a mix of families, young professionals, and retirees, creating a rich tapestry of experiences and perspectives.
- This diversity fosters a welcoming and inclusive environment for all residents.

→ Excellent Commute

Due to Decatur's transit initiatives, commuting and transportation around Decatur is viable for all residents:

- The efficient transportation infrastructure makes getting around town a breeze, saving residents valuable time and reducing stress associated with long commutes and traffic.

→ Job Opportunities

Decatur offers a stable job market focused on agriculture, biomanufacturing, traditional manufacturing, and medicine:

- Major employers like ADM, Caterpillar, Primient, HSHS St. Mary's Hospital, and Decatur Memorial Hospital provide diverse career opportunities.

Community Features

Beautiful Lake Decatur

Enjoy 22 miles of scenic shoreline for fishing, boating, and water sports. Lake Decatur is located in the middle of our city and is the centerpiece of our community, offering year-round recreation and breathtaking views.



Award-Winning Parks & Recreation

Explore our extensive park system, including:

- Fairview Park, connecting the extensive trail system across the Decatur community.
- Scovill Zoo, home to 400 animals and the unique Endangered Species Carousel.
- Overlook Adventure Park, offering Splash Cove water park, mini golf, and a ropes course fun.
- Rock Springs Nature Center for outdoor enthusiasts.

Quality Education

Decatur boasts excellent educational institutions:

- Millikin University, known for its outstanding programs, especially in music and business.
- Richland Community College, offering strong trades and nursing programs.
- Continuously improving K-12 schools through the Decatur Public School System, and neighboring suburbs of Forsyth and Mt. Zion.

Arts & Culture

Immerse yourself in Decatur's vibrant cultural scene:

- The Devon Lakeshore Amphitheater presents a variety of special events, concerts and fundraisers.
- Kirkland Fine Arts Center hosts live music, theatre and world-class touring performances.
- The Decatur Area Arts Council organizes monthly art gallery events.
- Historic Lincoln Square Theater features music and variety shows.



The Opportunity



The Assistant Director is a management position that assists the Department Director in planning, administering, coordinating, supervising and directing the work of the department, and assists the Director in the development, implementation, marketing, and maintenance of the City's economic development initiatives.

The Assistant Director reports directly to the Director of Economic and Community Development and is a key member of the Department's leadership team, working closely with the Planning and Development Division, Grants Division, Building Inspections Division, Transportation Services Division, and Public Works Department.

This position also collaborates with the Macon County Trustee, Macon County Economic Development Corporation, and other community organizations.

About the Position

→Key Responsibilities

- Assists the Director in developing and implementing strategic plans, policies, and programs.
- Assumes the duties and responsibilities of the Director in their absence.
- Assists the Director in planning, developing, organizing, and administering the City's business-economic opportunities, business assistance, and business recruitment programs.
- Assists the Director in the preparation of projections for department budget and monitors expenditures.
- Leads and coordinates programs that attract new businesses, retain existing enterprises, and encourage private investment, while promoting job creation and economic diversification.
- Coordinates with other divisions and departments, as well as other governmental entities, organizations, and stakeholder groups on planning projects as needed.
- Manages complex development and redevelopment projects from inception to completion, providing technical assistance, conducting feasibility analyses, and ensuring alignment with zoning, land use, and comprehensive plans.
- Develops and implements recommendations for the City's Tax Increment Finance (TIF) districts and other development incentives to maximize impact and utilization.
- Administers and monitors the City's TIF districts including oversight of development agreements, coordination with finance and legal teams, preparation of annual TIF reports, and compliance with state reporting requirements.
- Collects, analyzes, and summarizes information from maps, graphs, reports, field studies, etc. to inform decision-making.
- Prepares detailed statistical reports tabulations, computations, graphs and charts to illustrate long-range planning studies, census information, and special projects for internal use, elected officials, and the public on development activities and outcomes.
- Assists in marketing all development opportunities including, but not limited to, the creation of Requests For Proposal (RFPs) for City-owned real estate for development.
- Develops and revises applicable city codes, policies, procedures and projects as assigned and in accordance with all applicable state and federal laws and regulations
- Prepares packet materials for ECD-related city boards and commissions and the City Council, including memos, reports, maps, legal notices, inspection procedures, and correspondence.
- Represents the department at public meetings, community forums, and regional planning events in Director's absence.
- Conducts ECD-related public hearings.
- Assists the Director with all personnel functions including hiring, training, supervising, coordinating, assigning, monitoring and evaluating staff.
- Plans, administers, coordinates, executes, evaluates, and formulates policies for commercial and single-family housing rehabilitation programs and economic development programs to include short and long-term planning, scheduling, monitoring for local, state, and federal compliance and approval of project expenditures.
- Interprets and ensures compliance with local, state, and federal regulations related to economic and community development, including fair housing, environmental reviews, procurement standards, and reporting.



Ideal Candidate

The City of Decatur is seeking an energetic, passionate, empathic and strategic leader with a proven track record in economic development, business assistance programs, and corporate/commercial real estate site selection. The ideal candidate will bring a deep understanding of innovative economic strategies, along with the ability to cultivate and maintain strong relationships with key stakeholders, community partners, and business leaders. The Assistant Director should be a well-organized, process-driven individual with well-rounded management experience in public and/or private sector who is looking for a role with challenging opportunities.

The ideal candidate should have:

- Bachelor's degree, master's preferred, in Economic Development, Business Administration, Public Administration, Commercial Real Estate, or related field and five (5) years of responsible experience in economic development, program administration, community development, or any equivalent combination of education and experience.
- At least one (1) year of supervisory experience is required; two (2) years is preferred. Certified Economic Developer (CEcD) designation is preferred.
- The City will consider an equivalent combination of education, training, and experience that clearly demonstrates the ability to achieve the goals and responsibilities of the position.
- Thorough knowledge and skill in interpretation and enforcement of municipal housing standards, federal agency requirements governing community development block grant, and other related federal and state programs.
- Thorough knowledge of state and local laws, ordinances, land and property acquisition practices and municipal housing standards and building codes.
- Knowledge of federal, state, and local equal opportunity provisions relative to housing and employment to include labor and wages, construction, and finance.
- Thorough knowledge in planning, administering, coordinating and executing economic development and improvement projects.
- Project and team management skills along with the ability to effectively manage deadlines and coordinate work across multiple projects and groups.
- Skill in performing personnel functions such as supervising, coordinating, training, and reviewing work of employees.
- Skill in performing various public relations activities to include public speaking, participating in interviews, and writing press releases.
- Skill in computer operations, basic accounting, mathematics, banking, and real estate practices.
- Skill in organizing and analyzing statistical data to include budget preparation and monitoring expenditures.
- Skill in developing program policies/procedures.
- Skill in interpreting, explaining, and enforcing state and local laws and ordinances.

Compensation and Benefits

→ Compensation

The City of Decatur is offering a competitive salary for this position, with a projected hiring range of \$105,000-135,000 depending on qualifications and experience. Candidates with exceptional qualifications and experience may be considered for placement at the top of the salary range.

→ Benefits

The City offers a robust benefits package; including health, dental, vision, and life insurance; generous vacation and sick leave; and 14.5 paid holidays, including two flex days. The City also provides access to a dedicated employee health center.

In addition, the City offers a defined benefit pension plan through the Illinois Municipal Retirement Fund (IMRF), which includes an optional Voluntary Additional Contribution program. A deferred compensation plan is also available.





Application Process

Candidates should complete the application at <https://www.governmentjobs.com/careers/decaturl> by June 30, 2025.

When submitting the application online, attach a résumé, cover letter, and contact information for three professional references.

RESIDENCY

Residency within 50 miles of the corporate limits of the City of Decatur within 12 months of appointment is required.



www.decaturl.gov



www.governmentjobs.com/careers/decaturl



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