



MATTESON

Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
www.villageofmatteson.org

Administration

Village Administrator
708-283-4917
Office of the Village Clerk
708-283-4914

Community Development

Building Services
708-481-8313
Fax: 708-748-2326
Planning & Zoning
708-283-4944

Economic Development

708-283-4779

Finance

708-283-4900

Fire Department

3445 211th Street
708-748-5129
Fax: 708-283-6606
Fire Prevention Bureau
708-748-5129
Fax: 708-283-6606

Human Resources

708-283-4949

Police Department

20500 S. Cicero Ave.
Administrative Division
708-748-4085
Fax: 708-748-7364
Non-Emergency
708-748-1564

Public Works

21146 Tower Ave.
708-748-1411
Fax: 708-503-3120
Water Billing Services
708-283-4790

Recreational Services

20642 Matteson Ave.
708-441-4500
Fax: 708-441-4259

Director of Economic Development

The Village of Matteson is seeking an exceptional candidate to fill the position of Director of Economic Development. This position reports to the Village Administrator and has a primary function of identifying growth opportunities and building strategic partnerships to expand the growth of Matteson's tax base and increase jobs.

This position will also manage and develop effective new ideas and innovative marketing strategies to advance the Village's brand and increase communication platforms to inform stakeholders and residents about activities and accomplishments of the Village.

The ideal candidate is required to have a Bachelor's degree in Urban Planning, Public Administration, Economic Development, or a closely related field. A Master's degree and a Certified Economic Developer (CEcD) designation is desired. To be given consideration, you must have a minimum of five (5) to seven (7) years of experience in economic development, municipal zoning and infrastructure. You must also have extensive and proven experience in Tax Increment Financing and other incentive programs.

Working knowledge of MS Office with the ability to work well in a team environment; strong sense of professionalism and discretion required. The starting salary for this position is commensurate with experience. Successful applicants will be required to undergo a background check, drug screening and physical at the expense of the Village.

To apply to this posting, complete the Employment Application beginning on the next page. The completed application along with resume and cover letter should be submitted to the address below, **no later than March 30, 2024**. A job description of this position follows the application.

Village of Matteson
Human Resources Department
4900 Village Commons
Matteson, IL 60443 -or-

jlperry@villageofmatteson.org



MATTESON

COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application For Employment form must be completed. The application begins on the next page and if applicable, the job description will follow the application. A resume can be included as supplemental information.
 - You must complete all pages of the application.
 - You must complete a separate application form each time you apply for a position.
 - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe software).
2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.
 - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
 - You may also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (the application and documents must be saved to a file and attached before sending).
3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. ***As specified in the job description:***
 - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
 - Applicants selected for certain positions will have a residency requirement.
4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.
5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

Revised: 12/10/2019

Application For Employment

Village of Matteson
4900 Village Commons
Matteson, Illinois 60443

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip

TELEPHONE Daytime: _____
Area _____
Evening: _____
Area _____

E-MAIL: _____

APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Position applied for? _____

Have you filed an application here before? YES NO
If YES, give date. _____

Have you ever been employed here before? YES NO
If YES, give date. _____

Are you employed now? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
(Proof of citizenship or Immigration status will be required upon Employment.)

On what date would you be available for work? _____

Are you available to work Full-Time Part-Time Shift Work Temporary

Can you travel if a job requires it? YES NO

Veteran of the U.S. Military Service? YES NO
If YES, Branch _____

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? YES NO
If not, please explain. _____

Indicate what foreign languages you speak, read and/or write. *(When related to the position sought.)*

	Fluently	Good	Fair
Speak			
Read			
Write			

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Education

	Education	High	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. (*Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.*)

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant's provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

PLEASE PRINT

Date _____

Position(s) Applied For _____

Referral Source:

Advertisement List Which Newspaper or Website: _____

Personal Contact Walk-In Employment Agency

Other _____

Name _____ Phone _____
Last First Middle (Area Code) Number

Address _____
Number Street City State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One: Male Female

Check One Race/Ethnic Group:

Hispanic or Latino Black or African American

White Asian Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native Two or More Races

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Handicapped Individual



POSITION DESCRIPTION

Position Title:	Director Economic Development	FLSA Status:	Exempt
Department:	Economic Development	Date Created:	November 2011
Reports To:	Village Administrator	Date Reviewed:	12/2020
Grade:	S	Date Updated:	1/2021

GENERAL SUMMARY:

Provides leadership and direction in the planning, marketing and organization of economic development programs and professional support staff. Leverages business relationships, negotiates private sector investment, administers public sector inducements, and solicits grants from federal, state, county, and philanthropic entities. Analyzes, develops, and implements economic development projects, agreements, and programs. Serves as a liaison between the Village and business community.

ESSENTIAL JOB FUNCTIONS

1. Leads the development for business attraction, retention and expansion through economic development and marketing programs and policies. Leverage and maintain business relationships to facilitate future deals and projects.
2. Develops short and long-range economic development plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed. Prepares a variety of studies, reports, graphics, charts, tables, promotional materials, and other related information for decision-making purposes and for economic development activities.
3. Coordinates initiatives and provides staff support to the Economic Development Commission, the Illinois Enterprise Zone Association under the Will/Cook Enterprise Zone, and other agencies as needed and assigned. Monitors local, state, and Federal legislation and regulations relating to economic development, and reports findings, trends, and recommendations to Village Administrator.
4. Provides technical and professional recommendations for economic growth and marketing the Village's brand. Makes presentations to respective leadership, boards, commissions, civic groups, the business community, and the public. Implement programs for the department based on marketing trends and economic climate to promote economic development and the community.
5. Conducts community tours and site visits for respective businesses, create site proposals, and marketing the community for business attraction and retention. Attends meetings and/or make presentations outside of normal business hours. Represents the Village at ICSC meetings and annual convention. Organizes and oversees the trade show functions for ICSC and other Economic Development organizations.
6. Prepares, monitor, and implement the department's operating and project budgets. Conducts technical research studies, prepares statistical reports, makes recommendations for drafting or revising local legislation and plans projecting trends, monitors socio-economic data, etc.

Position Title: Director Economic Development & Marketing

Department: Economic Development

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7. Performs financial and economic impact analysis for development projects including revenue estimates, present value, future value, rate of return, cash flow analysis and debt service calculations on proposed and current development projects. Prepares, writes, and administers grant applications related to economic development.
8. Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes. Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; responds to requests for information for economic development purposes; prepares data sheets and other information. Responds to local citizens inquiring about local economic development activities and opportunities.
9. Serves as a liaison between the local government and the local chambers, merchants' associations, economic development districts, redevelopment agencies, and other public, private, or nonprofit groups and associations interested in economic development. Serves as a member of an economic development task force composed of private, local, county or state groups when assigned.
10. Coordinates local economic development financing tools or other county or state incentive programs to attract businesses. Establishes public/private partnership through the implementation and negotiation of economic incentive agreements between the Village and private sector. Works collaboratively with the Director of Community Development and other departments to accomplish the Village's and project's goals. Coordinates the establishment and manages Tax Increment Financing Districts, and Business Districts. Administers and processes the state's Will/Cook Enterprise Zone incentive for projects spanning over five municipalities.
11. Oversees, provides technical support and professional advice to department's planner.
12. Performs other related duties as assigned.

EDUCATION & EXPERIENCE:

1. Bachelor's Degree in Urban Planning, Business, Public Administration, Economic Development, or a closely related field required. Master's degree preferred.
2. Five (5) years of experience in economic or urban development required. Certified Economic Developer (CEcD) designation desired.
3. Considerable knowledge of business development, economic development, municipal zoning, and infrastructure.
4. Must have experience in planning programs and processes; private and public financing programs, including extensive and proven experience in Tax Increment Financing and other incentive programs with extensive knowledge of principles and practices of financial administration, accounting, and budgeting.
5. Ability to communicate effectively orally and in writing with all stakeholders.

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Department: Economic Development

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PHYSICAL REQUIREMENTS:

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

General Understanding and Nature of the Position Description

In accordance with the Americans with Disabilities Act, the above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. These statements are not intended to be an exhaustive list of all responsibilities, duties, and skills of personnel so classified.

2/13/2024

Deputy Director 2020