



City of Naperville  
Employment Opportunity

<b>Job Title:</b>	Project Manager - 9020		
<b>Closing Date:</b>	When filled		
<b>Salary:</b>	\$ 70,444 - \$ 90,833 annually, dependent on qualifications		
<b>Job Type:</b>	<input type="text"/>		
<b>Location:</b>	<input type="text"/> , Naperville, Illinois		
<b>Department:</b>	<input type="text"/>		
<b>Job Description:</b>			
<p>The Project Manager – DRT manages a wide range of residential, commercial, and industrial development projects from concept through Certificate of Occupancy with the mission of providing quality and seamless review services for all development projects. The Project Manager – DRT serves as the City's primary point of contact with the external development customer, while coordinating the reviews and input of all City departments, including Planning, Engineering, Water, Electric, Fire and Legal.</p>			
<b>Responsibilities Include:</b>			
<ul style="list-style-type: none"><li>• Reviews and coordinates projects as they relate to the Planning Process, Permitting Process, OAA/Annexation Agreements, Engineering and Plats.</li><li>• Responds to internal and external inquiries and concerns pertaining to all developments within the City.</li><li>• Provides direction to team members for commercial and residential developments from the planning stages through Certificate of Occupancy.</li><li>• Meets and advises developers and attorneys regarding development applications and processes, regulations and directives.</li><li>• Works directly with the City's legal team to draft legal agreements related to the proposed project and negotiate these agreements directly with the developer.</li><li>• Represents the Plan Review Team at public meetings related to planning issues and provides technical assistance as necessary to the City Council, Plan and Zoning Commission and Citizen Committees.</li><li>• Ensures that development reviews are completed in a timely manner.</li><li>• Assists in developing and implementing policies and procedures pertaining to all types of development.</li><li>• Assists in the development of performance measures.</li><li>• Participates in the selection of personnel for the team, coordinates training, and participates in staff performance evaluations.</li><li>• Coordinates and leads concept meetings with potential developers.</li><li>• Manages/coordinates the Development Review Team's role in the Planning and Zoning Commission Process and attends the Planning and Zoning Commission Meetings as the Planning Team/TED Liaison, as necessary.</li></ul>			
<b>Qualifications:</b>			
<b>Required:</b> <ul style="list-style-type: none"><li>• Bachelor's degree in Planning, Civil Engineering, Architecture or related field,</li><li>• Minimum of three years of related experience.</li><li>• Valid State of Illinois Driver's License.</li><li>• Background in commercial and residential development.</li></ul>			
<b>Preferred:</b> <ul style="list-style-type: none"><li>• An Illinois P.E. designation/license, AICP, and/or ICC certification.</li></ul>			
<b>Additional Information:</b>			
<p>The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library</p>			

system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

**APPLY ON-LINE AT:**

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

**THE CITY OF NAPERVILLE IS AN E. O. E.**

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.