



City of Naperville
Employment Opportunity

Job Title:	Director of Community Services – 1500
Closing Date:	When filled
Salary:	\$150,000 - \$170,000 annually, commensurate with experience
Job Type:	<input type="text"/>
Location:	<input type="text"/> , Naperville, Illinois
Department:	Community Services Department
Job Description:	
<p>The Community Services Department of the City of Naperville is looking for a Director. This Director position plans, directs, and coordinates the activities of the department, including all City Clerk responsibilities, special events, Community Development Block Grant and local grant programs, liquor licensing, legislative and licensing technology solutions administration, and sustainability initiatives. Responsibilities for this position are broad in scope, requiring the Director to exercise a high degree of program and administrative discretion while working collaboratively with internal and external customers.</p>	
Responsibilities:	
<ul style="list-style-type: none">• Plans, manages, and directs the diverse group of programs, personnel, and operations in the Community Services Department.<ul style="list-style-type: none">○ The City Clerk and staff tasked with carrying out statutory responsibilities including but not limited to City Council support, ordinance codification, Local Election Official and Freedom of Information Act Officer duties, document retention, licensing and permitting, and filing Statements of Economic Interest.○ The coordination of the special events application process and logistics for more than 50 annual special events.○ The administration of federal, local, and sustainability grant programs including the Community Development Block Grant (CDBG) Program, Social Services Grant (SSG), Special Events and Community Arts Grant (SECA), and the Renewable Energy Program (REP).○ The City's liquor license application and annual renewal processes.○ The administration of the City's agenda management software solution and the implementation and maintenance of technology solutions for the department.○ The development, implementation, and monitoring of the City's sustainability policies, programs, and initiatives.○ Coordination of staff liaison support to the Liquor Commission, the SECA Commission, and the Advisory Commission on Disabilities.• Hires, supervises, and directs the professional development of department personnel.• Promotes commitment to employee development by partnering with Human Resources to deliver the Emerging Leaders Program.• Provides leadership in the development of department goals and evaluates progress of those goals.• Promotes strong customer service practices throughout the organization and to the public.• Works closely with the City Manager's Office and executive leadership team to define and accomplish Citywide strategic goals.• May coordinate project work among departments for organizational projects with no natural owner to ensure successful completion.	
Qualifications:	
Required Credentials and Experience: <ul style="list-style-type: none">• Bachelor's degree in Public or Business Administration or a closely related field and a minimum of seven years of progressively responsible management experience with a public sector employer, or• Master's degree in Public Administration and a minimum of five years management experience.• Must be able to obtain Notary Public and Voter Registrar status.• Knowledge of Freedom of Information Act and Open Meetings Act requirements.• Strong computer skills and knowledge of software applications including Microsoft Office.	

Additional Information:

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 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.