

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7c

Title:

Recommendation to Approve an Ordinance Amending Chapter 2.10 “Appointive Officers” of the St. Charles Municipal Code to Establish the Position of Director of Economic Development

Presenter:

Jennifer McMahan, Director of Human Resources

Meeting: Government Operations Committee

Date: August 2, 2021

Proposed Cost: \$205,458.65

Budgeted Amount:

Not Budgeted: **Executive Summary** (*if not budgeted please explain*):

In early May, Community & Economic Development Director Rita Tungare submitted her notice to retire, effective August 27, 2021. Through the City Administrator recruitment process, it became evident that City Council had interest in securing staff focused on economic development. Given Director Tungare’s retirement and Economic Development Planner Ciara Miller’s resignation, it is a good time to consider dividing the work of community and economic development among two departments. These responsibilities have been combined and separated at various times throughout the City’s history and a few of the City’s comparable communities have the responsibilities separated. In making such a change, City Council would have to amend Chapter 2.10 “Appointive Officers” of the St. Charles municipal code via ordinance to create a Director of Economic Development position.

Attached, is a proposed organizational chart, draft position description, and Hiring Justification Form for the Director of Economic Development position. The director salary grade, effective May 1, 2021, is \$127,077.80 to \$181,539.72. The estimated total annual impact is approximately \$205,458, but since this position will likely be filled no sooner than December, the impact to the current budget year would be no more than \$90,000. Given that the creation of this position was not anticipated, salary and benefits are not budgeted. Recruiting quality candidates in the field of economic development is challenging, so utilizing the expertise of a recruiter is recommended and has typically been used for all director positions. Recruitment services for both director positions is not budgeted and would cost around \$45,000. A budget amendment for the current fiscal year reflecting these additions should be passed.

Also attached is a draft ordinance establishing the Director of Economic Development position and amending the responsibilities of the Director of Community Development position. As a reminder, director candidates are recommended by the City Administrator and appointed by the Mayor with advice and consent of the City Council.

**Attachments** (*please list*):

Proposed organizational charts, draft position descriptions, Hiring Justification Form, and draft ordinance

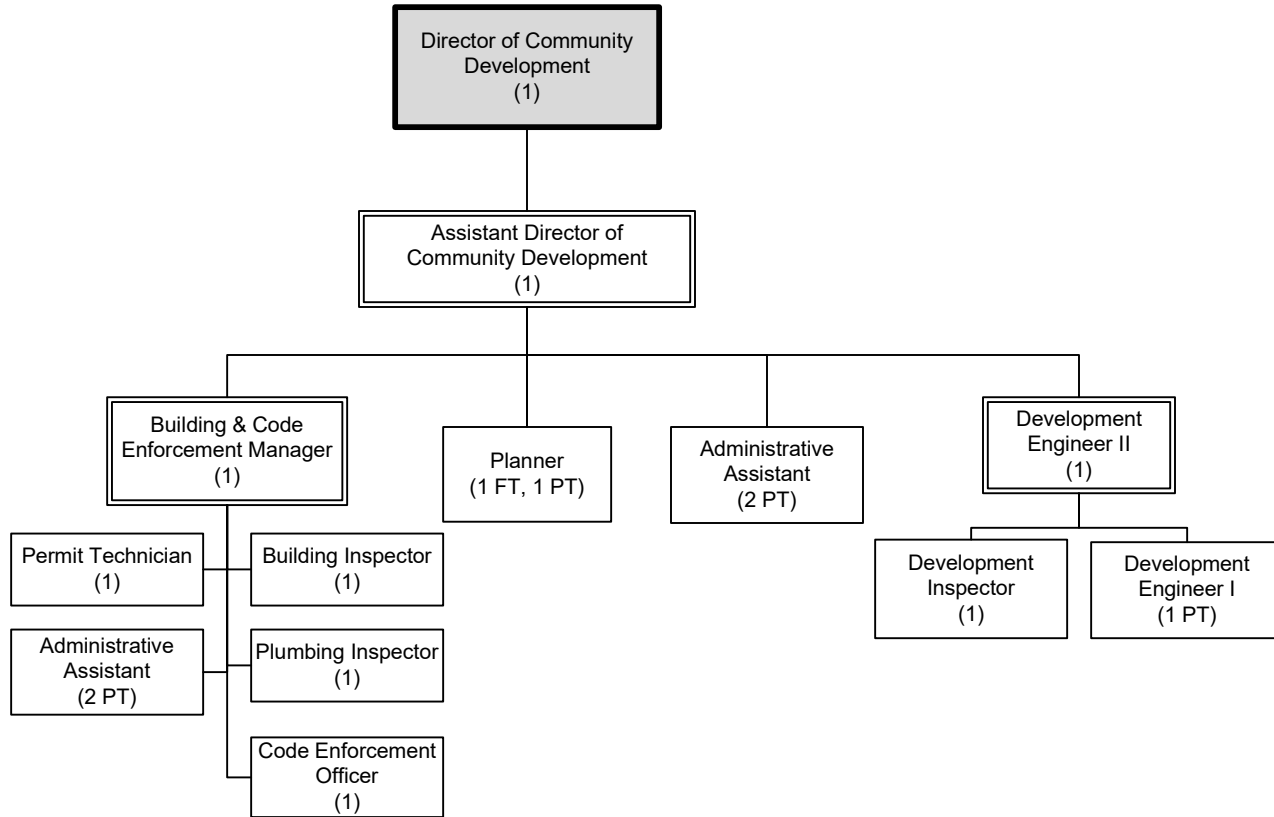
**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to Approve an Ordinance Amending Chapter 2.10 “Appointive Officers” of the St. Charles Municipal Code to Establish the Position of Director of Economic Development

**DRAFT**

**Key**

- - - - Elected Officials
- Department Directors
- Supervisors
- Staff

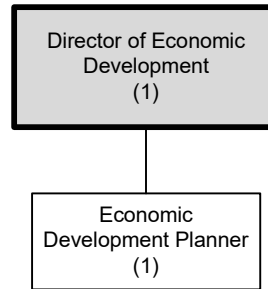



	<b>City of St. Charles, IL</b>	
	Economic Development Department	6/16/2021

**DRAFT**

**Key**

- - - - Elected Officials
- Department Directors
- ==== Supervisors
- Staff



<b>City of St. Charles Position Description</b> 	<b>Position Title</b>	Director of Community Development		
	<b>Department</b>	Community Development	<b>Division</b>	
			<b>Section</b>	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union
	<b>Reports to</b>	City Administrator	<b>Positions Supervised</b>	<ul style="list-style-type: none"> <li>• Building and Code Enforcement Manager</li> <li>• Assistant Director of Community Development</li> </ul>
	<b>FLSA Status</b>	Exempt/Appointed	<b>Salary Grade</b>	B

#### Position Description Overview

The primary goal of this position is to develop and execute strategies to enhance the community through the implementation and oversight of programs and initiatives. This position is responsible for all aspects of administration, financial planning, directing, and supervising of the land development and planning, building permitting and inspections, zoning, and code enforcement functions. Requires exercise of professional judgment and initiative within the framework of established regulations and policies, under the general direction of the City Administrator. This position may be asked to act on behalf of the City Administrator.

#### Essential Job Functions

##### *Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Plan, direct, assign, oversee, supervise, and evaluate the work of the department.
3. Adhere to all departmental and City safety policies.
4. Consistent attendance and punctuality is required.

##### *Position-Specific*

1. Determine, with the City Administrator, the annual and future goals and objectives of the Community Development Department.
2. Supervise and coordinate the development and revision of the Comprehensive Plan and implement and administer the Plan through professional planning and administration of the zoning, subdivision, and building ordinances.

3. Formulate annual and multi-year budgets for Community Development. Monitor and approve expenditures.
4. Work with the City Attorney to prepare ordinances and agreements. This involves and includes negotiating agreements regarding planned unit development, annexations, redevelopment agreements, and other development issues.
5. Direct the preparation or prepare written and verbal reports and recommendations for the Plan Commission, Historic Preservation Commission, Housing Commission, Corridor Improvement Commission, Board of Zoning Appeals, Planning & Development Committee, and the City Council. This includes attendance at meetings and ability to explain information in an understandable manner.
6. Serve as an internal planning consultant for the Comprehensive Plan, zoning and subdivision ordinances, proposed developments, and City projects.
7. Develop and ensure adherence to procedures and policies, which ensure productive and efficient processes.
8. Coordinate with other City departments regarding development projects in areas including land use, site plans, transportation, the comprehensive plan, utilities, etc.
9. Assure effective decision making that will balance the needs of diverse customer groups including citizens, developers, and decision-makers.
10. Propose and direct changes to processes related to land development, zoning, and permitting.
11. Propose changes to City ordinances such as zoning ordinances, subdivision ordinances, and building codes as necessary.
12. Work collaboratively with other City departments regarding planning and land development related projects, including participation in project review teams or committees (i.e. DRT, Pre-Application, Special Events Committee, Joint Review Board, etc.), surveys, web site updates, TIF reporting, and coordinating tax revenue distribution.
13. Coordinate grant-writing efforts with City departments and/or outside agencies and organizations.
14. Coordinate with the Director of Public Works on plans, specifications and construction inspections of site development and utility work.
15. Develop and assure adherence to policies and procedures that ensure productive and efficient processes.
16. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulation and ethical standards.
17. Make decisions in hiring and promotion of personnel.
18. Participate and make recommendations in personnel matters of discipline and termination.

#### **Additional Job Functions**

*Standard*

<ol style="list-style-type: none"> <li>1. Respond to inquiries and complaints from the public regarding community &amp; economic development matters.</li> <li>2. Contribute to a positive group environment by:                     <ul style="list-style-type: none"> <li>• Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.</li> <li>• Participating in proactive team efforts to achieve departmental and City-wide goals;</li> <li>• Assisting other co-workers on special projects as required; and</li> <li>• Providing leadership to others through example and by sharing knowledge and skills.</li> </ul> </li> <li>3. Perform other duties as required by resolution, ordinance, or direction of the City Administrator, the Mayor and/or City Council.</li> </ol>
<p><i>Position-Specific</i></p> <p>N/A</p>

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
<b>Knowledge</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Thorough knowledge of City planning principles and practices including urban design and development, planning research, conservation, and the legal basis, theory, requirements, and administration of zoning and subdivision regulations.</li> <li>2. Considerable knowledge of financial management, banking, and real estate practices and ability to evaluate fiscal impact of development projects and programs.</li> <li>3. Considerable knowledge of civil and traffic engineering principles as they relate to planning and subdivision design.</li> <li>4. Considerable knowledge of building and property maintenance codes.</li> <li>5. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the department.</li> </ol>
<b>Skills</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Effective skills in negotiating and conflict resolution.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Extensive leadership skills to effectively and efficiently organize, direct, and coordinate the activities, personnel, and equipment of the Community Development Department.</li> <li>3. Excellent written and verbal communication skills, including the ability to negotiate, resolve conflicts, write reports, and speak publicly. Ability to review, interpret, and analyze technical and statistical information is required.</li> </ol>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Ability to work with professional independence within the policies established by the City Administrator.</li> <li>4. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>5. Ability to maintain strict confidentiality and the ability to exhibit diplomacy, discretion, and tact.</li> <li>6. Ability to develop good work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>7. Ability to establish and maintain an effective working relationship with employees, agencies, other governmental units, and the public using strong interpersonal communication skill.</li> <li>8. Ability to speak and communicate clearly in an office environment.</li> <li>9. Ability to speak effectively before groups of customers or employees.</li> <li>10. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>11. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>12. Ability to solve problems and make decisions independently.</li> <li>13. Ability to read, compose, edit, analyze, and comprehend complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plans, construction site plans, budget documents, business magazine, journals, newspapers and technical reports, strategic or operational plans, and governmental regulations.</li> <li>14. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> </ol>

	<ol style="list-style-type: none"> <li>15. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>16. Ability to effectively utilize Microsoft Office products (Word, Excel, and PowerPoint) and Outlook standard features to create properly designed and formatted documents and maintain calendar and communication.</li> <li>17. Ability to perform moderately complex mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages, present value, and interest rates.</li> <li>18. Possession of a valid driver's license.</li> </ol> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to work independently and proactively within the policies established by the Plan Commission, Housing Commission, Building Board of Review, Board of Zoning Appeals, Corridor Improvement Commission, Historic Preservation Commission, and City Council.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor of Science degree in Urban Planning, Business Administration, Public Administration, Finance or related field. Masters degree strongly preferred.</li> <li>2. Minimum of ten (10) years of experience as a planner or equivalent position.</li> <li>3. Minimum of five (5) years of supervisory experience.</li> <li>4. National Incident Management System (NIMS) training as required.</li> <li>5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> <li>6. Certification through the American Institute of Certified Planners (AICP) is preferred.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol> <p><i>Position-Specific</i></p> <p>N/A</p>



## Position Description Acknowledgement

<b>Position Title</b> Director of Community Development	<b>Revised/Updated</b> 6/15/2021
--	-------------------------------------

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee


\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

<b>City of St. Charles</b> <b>Position Description</b>  <b>ST. CHARLES</b> <small>SINCE 1834</small>	<b>Position Title</b>	Director of Economic Development		
	<b>Department</b>	Economic Development	<b>Division</b>	
			<b>Section</b>	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union
	<b>Reports to</b>	City Administrator	<b>Positions Supervised</b>	<ul style="list-style-type: none"> <li>Economic Development Planner</li> </ul>
<b>FLSA Status</b>	Exempt/Appointed	<b>Salary Grade</b>	B	

### Position Description Overview

The primary goal of this position is to develop and execute strategies to enhance the economic vitality of the City and promote a stronger economic base through the implementation and oversight of programs and initiatives that will attract new businesses and encourage expansion and retention of existing Commercial and industrial businesses. This position is responsible for all aspects of administration, financial planning, directing, and supervising of economic development functions. Requires exercise of professional judgment and initiative within the framework of established regulations and policies, under the general direction of the City Administrator. This position may be asked to act on behalf of the City Administrator.

### Essential Job Functions

#### Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Plan, direct, assign, oversee, supervise, and evaluate the work of the department.
3. Adhere to all departmental and City safety policies.
4. Consistent attendance and punctuality is required.

#### Position-Specific

1. Manage high-profile economic development projects, including, but not limited to: evaluation of requests for economic incentives in collaboration with the Finance Department; acquisition and coordination of professional services of external consultants; negotiation of incentive agreements and related contracts between the City, private developers, and/or other entities; presentation of projects to City Administrator and/or Mayor and City Council; and oversight and administration.
2. Act as liaison to the business community. Promote and coordinate economic development programs through personal contacts and by establishing strong relationships with existing and potential businesses, property owners, real estate developers, and investors with an emphasis on attracting and retaining businesses in alignment with City's Strategic Plan, Comprehensive Plan, other plans or policies, and community needs.

3. Oversee the development of marketing strategies to promote St. Charles as an ideal business and industry location through use of internal and external resources aimed at business attraction and retention, including public relations materials, press releases, trade shows, advertisements, and the City's economic development web page.
4. Work collaboratively with partner agencies such as the St. Charles Business Alliance or Chamber of Commerce.
5. Represent the City at business and community events and trade shows to actively promote the qualities of the City locally, within the Chicago Metro area, and nationally.
6. Direct the business assistance programs. Aid businesses desiring to locate in St. Charles, as well as current businesses seeking to renovate or expand.
7. Determine, with the City Administrator, the annual and future goals and objectives of the Economic Development Department.
8. Formulate annual and multi-year budgets for Economic Development. Monitor and approve expenditures.
9. Work with the City Attorney to prepare ordinances and agreements. This involves and includes negotiating agreements regarding redevelopment agreements and other economic development issues.
10. Direct the preparation or prepare written and verbal reports and recommendations for City Council. This includes attendance at meetings and ability to explain information in an understandable manner.
11. Update and advise City Administrator, City staff, and elected officials regarding progress of economic development projects in person and through written reports. This includes attendance at meetings and the ability to present and explain information in an understandable manner, both verbally and in writing.
12. Confer and coordinate with local and regional business organizations, non-profit organizations, and interest groups concerning economic development initiatives, issues, and concerns. Represent the City on local and regional boards and organizations as necessary.
13. Assist in the management and creation of TIF Districts including presentation to the Joint Review Board (JRB).
14. Administering the City's biennial business retention survey and presenting findings to City Council.
15. Develop and ensure adherence to procedures and policies, which ensure productive and efficient processes.
16. Assure effective decision-making that will balance the needs of diverse customer groups including business owners, citizens, developers, and decision-makers.
17. Work collaboratively with other City departments regarding economic development-related projects, including participation in project review teams or committees (i.e. DRT, Pre-Application, Special Events Committee, Joint Review Board, etc.).
18. Coordinate grant-writing efforts with City departments and/or outside agencies and organizations.
19. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and

- conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulation and ethical standards.
20. Make decisions in hiring and promotion of personnel.
  21. Participate and make recommendations in personnel matters of discipline and termination.

**Additional Job Functions**

- Standard*
1. Respond to inquiries and complaints from the public regarding community & economic development matters.
  2. Contribute to a positive group environment by:
    - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
    - Participating in proactive team efforts to achieve departmental and City-wide goals;
    - Assisting other co-workers on special projects as required; and
    - Providing leadership to others through example and by sharing knowledge and skills.
  3. Perform other duties as required by resolution, ordinance, or direction of the City Administrator, the Mayor and/or City Council.

- Position-Specific*
1. Administer, monitor, and oversee accuracy and maintenance of economic development files and information.

**Basic Requirements**  
For successful performance in this position, the incumbent will need to demonstrate the following:

<b>Knowledge</b>	<i>Standard</i>
	<ol style="list-style-type: none"> <li>1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.</li> </ol>
<b>Skills</b>	<i>Position-Specific</i>
	<ol style="list-style-type: none"> <li>1. Thorough knowledge of principles and practices, laws, ordinances, and statutes pertaining to economic development.</li> <li>2. Strong knowledge of financial management, banking, marketing, and real estate practices and ability to evaluate fiscal impact of economic development projects and programs.</li> <li>3. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the department.</li> <li>4. Strong knowledge of marketing techniques.</li> </ol>
	<i>Standard</i>

	<ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Extensive leadership skills to effectively and efficiently organize, direct, and coordinate the activities, personnel, and equipment of the Economic Development Department.</li> <li>2. Excellent written and verbal communication skills, including the ability to negotiate, resolve conflicts, write reports, and speak publicly.</li> <li>3. Ability to review, interpret, and analyze technical and statistical information.</li> </ol>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Ability to work with professional independence within the policies established by the City Administrator.</li> <li>4. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>5. Ability to maintain strict confidentiality and the ability to exhibit diplomacy, discretion, and tact.</li> <li>6. Ability to develop good work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>7. Ability to establish and maintain an effective working relationship with employees, agencies, other governmental units, and the public using strong interpersonal communication skill.</li> <li>8. Ability to speak and communicate clearly in an office environment.</li> <li>9. Ability to speak effectively before groups of customers or employees.</li> <li>10. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>11. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>12. Ability to solve problems and make decisions independently.</li> <li>13. Ability to read, compose, edit, analyze, and comprehend complex legal documents, development agreements and contracts, executive business</li> </ol>

	<p>letters and communications, development-related documents, master plans, construction site plans, budget documents, business magazine, journals, newspapers and technical reports, strategic or operational plans, and governmental regulations.</p> <p>14. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</p> <p>15. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</p> <p>16. Ability to effectively utilize Microsoft Office products (Word, Excel, and PowerPoint) and Outlook standard features to create properly designed and formatted documents and maintain calendar and communication.</p> <p>17. Ability to perform moderately complex mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages, present value, and interest rates.</p> <p>18. Possession of a valid driver's license.</p> <p><i>Position-Specific</i>  N/A</p>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor of Science degree in Business Administration, Public Administration, Finance, Urban Planning, or related field. Master's degree strongly preferred.</li> <li>2. Minimum of ten (10) years of experience in economic development or equivalent position.</li> <li>3. Minimum of five (5) years of supervisory experience.</li> <li>4. Certification with the International Economic Development Council (IEDC) is strongly preferred.</li> <li>5. National Incident Management System (NIMS) training as required.</li> <li>6. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> </ol>

	4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<i>Position-Specific</i> N/A

<b>Position Description Acknowledgement</b>	
<b>Position Title</b>	<b>Revised/Updated</b>
Director of Economic Development	6/15/2021
<p>I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.</p> <p>I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.</p>	
<hr/> Employee	<hr/> Date
<hr/> Supervisor	<hr/> Date
<hr/> Human Resources	<hr/> Date



## 2021 Justification for Hiring Form

### Guidelines

The creation of a vacancy provides an opportunity for a department to evaluate a position and determine what would best meet the current or future needs of the department and the City. When vacancies occur, directors/supervisors must assess the position and consider potential changes to best meet their needs.

Options may include:

- Filling the position as is.
- Moving the position to another division or work group.
- Converting the position to a full-time or part-time position.
- Eliminating the position and distributing the work to other employees.
- Eliminating the position and creating a new one.
- Making modifications to the existing position.

Department directors are required to work with supervisors and be involved in making these decisions for positions within their departments. Please attach additional pages as needed.

When completed, obtain signatures ([instructions online](#)) and forward to Denice Brogan in Human Resources. Include any supporting documentation for the justification.

Contact Denice Brogan at 630-377-4415 or [dbrogan@stcharlesil.gov](mailto:dbrogan@stcharlesil.gov) with any questions.

Current/Existing Position Information					
Position/Title		Department		Division	
Accounting Unit		Pay Grade	Fiscal Year to be Hired	Anticipated Starting Salary	
Reason for Opening			Annual Costs		
<input type="checkbox"/> New Position <input type="checkbox"/> Reclassification <input type="checkbox"/> Resignation/Termination of Employee <input type="checkbox"/> Promotion/Transfer			Annual Base Wage		
			FICA (.062)		
			Medicare (.0145)		
			Workers Compensation (select from menu)		
Name of Former Employee (if applicable)			If Applicable		
Last Day of Former Employee (if applicable)			Pension (select from menu)		
Position Type		Classification:	Health/Dental Insurance (enter \$20,520.40 FT or \$0 PT)		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time IMRF <input type="checkbox"/> Part Time Non-IMRF			Life Insurance		
			<b>Total Annual Costs</b>		

Form continues on next page.





**Reason for hiring a replacement or requesting a new position** (include primary job responsibilities).

**Options considered** (include financial considerations such as hard dollar savings on contractual services or soft dollar benefit of improved services, etc.).

<b>Originator</b>	Date
<b>Department Director</b>	Date
<b>Human Resources</b>	Date
<b>City Administrator</b>	Date

**ORDINANCE NO: \_\_\_\_\_**  
**AN ORDINANCE AMENDING CHAPTER 2.10 “APPOINTIVE OFFICERS”**  
**OF THE ST. CHARLES MUNICIPAL CODE**

**WHEREAS**, Chapter 2.10 of the St. Charles Municipal Code establishes the staff officer position described as Director of Community & Economic Development, among others; and

**WHEREAS**, the City Council deems it is in the best interest of the City to amend the provisions of Chapter 2.10 “Appointive Officers” of the St. Charles Municipal Code.

**NOW, THEREFORE**, be it ordained by the corporate authorities of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

Section 1. That Section 2.10.070, “Staff Officers – Positions Designated” of Chapter 2.10, “Appointive Officers” of the St. Charles Municipal Code, be and is hereby amended by amending paragraph “F” to read Director of Community Development and adding paragraph “G” to read Director of Economic Development.

Section 2. That Section 2.10.220, “Director of Community and Economic Development – Responsibilities,” of Chapter 2.10, “Appointive Officers” of the St. Charles Municipal Code, be and is hereby amended by deleting said Section 2.10.220 in its entirety and by substituting the following therefor:

**“2.10.220 Director of Community Development – Responsibilities.**

The Director of Community Development shall conduct research and propose plans, policies, and ordinances relative to the City’s growth, development, and housing supply, administer the Zoning and Subdivision Ordinances, building codes, and property maintenance codes in cooperation with other City departments. The Director of Community Development shall also assist the Director of Public Works in planning for transportation, utilities, and other infrastructure.”

Section 3. That a new Section 2.10.225, “Director of Economic Development – Responsibilities,” be added to Chapter 2.10, “Appointive Officers” of the St. Charles Municipal Code, and hereby amended by adding the following therefor:

**“2.10.225 Director of Economic Development – Responsibilities.**

The Director of Economic Development shall develop and execute strategies to enhance the economic vitality of the City, promote a stronger economic base through the implementation and oversight of programs and initiatives that will attract new businesses and encourage business expansion and retention, and maintain data pertaining to economic development, population demographics, and projected growth.”

**PRESENTED** to the City Council of the city of St. Charles, Illinois, this \_\_\_\_\_ day of August, 2021.

**PASSED** by the City Council of the city of St. Charles, Illinois, this \_\_\_\_\_ day of August, 2021.

**APPROVED** by the Mayor of the city of St. Charles, Illinois, this \_\_\_\_\_ day of August, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_