

Village of Sussex Position Description

Position Title:	Community Development Director	Department:	Planning & Development		
Revision Date:	April 21, 2026	Pay Grade:	11	FLSA:	E
Staff to Committee(s):	Architectural Review Board, Community Development Authority, Plan Commission, Zoning Board of Appeals	Reports To:	Village Administrator		

Job Summary

Responsible for coordination of Village's Planning and Development efforts, from developing and implementing the Village Economic Development Program, oversight of Department support staff and contracted inspectors, coordinating with interested parties, leading businesses and residents through the development/permit approval process, and handling zoning code compliance.

Essential Duties & Responsibilities

Including, but not limited to:

Manages the Planning and Development Department and supervises the administrative assistant position(s) and contracted building inspectors. Act as the Zoning Administrator including working with residents/business community with property upkeep, citizen complaints, and zoning code compliance. Develops and implements the Economic Development Program of the Village promoting redevelopment and industrial/commercial retention and expansion. Is the key coordinator for the Village's development approval and review process. Coordinates with the Plan Commission, ARB, CDA, other committees, other agencies, and other departments to ensure responsiveness to their needs and guidance of plans through the process. Other duties as assigned.

Minimum Requirements

- Five years' experience in the planning /economic development field with increasing supervisory experience.
- College degree in economic development/planning or similar field, master's degree preferred. Equivalent work experience will be accepted.
- Valid Driver's License.

Knowledge, Skills and Abilities

Must be able to operate a computer and basic software (word, excel, power point, access) along with other basic office equipment. Able to utilize G.I.S. and other planning tools. Strong writing, report creation, communication, and grant writing capabilities are essential. Able to read and understand development plans, perform financial analysis of development deals and incentives, interpret codes and ordinances, facilitate conflict resolution with the public, contractors, developers, and issue orders and citations. Must be able to manage teams and projects for effective service delivery. Must be able to build and maintain relationships with the business community,

and economic development agencies. Should be a member of the professional organization(s) and attend continuing education courses relative to the position.

Physical Demands of the Position

45% of the time is spent standing, walking, talking, hearing, carrying and low handling.

45% of the time is spent sitting, typing, and talking on the phone.

10% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Environmental Conditions

70% of the time is spent inside.

25% of the time is spent outside in extreme hot and cold, in a wet, humid atmosphere.

5% of the time is spent in potentially dangerous situations with electrical hazards, dust, noise, odor, and vibrations.