



CAREER OPPORTUNITY

Job Title: Community Development Administrator
Department: Madison County Community Development
Reports To: County Board Chairman and County Administrator
Location: 130 Hillsboro Avenue, Edwardsville, IL 62025
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.

QUALIFICATIONS

- Education: A bachelor's degree in Business Administration or Public Administration or equivalent
- Experience: six (6) years related experience
- A valid driver's license
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Oversees, directs and enforces administrative/operational Program and Grant functions/activities in compliance with Federal and State mandated regulations, develops and plans future direction of department functions/activities, develops goals and assists in staff goal setting
- Administers Economic Development programs for Madison County
- Oversees and directs established department policies/procedures; prepares various reports/documents for internal and external reporting requirements, reviews internal/external reports
- Conducts status follow-up of various projects, programs, and department functions/ activities
- Supervises staff, responsible for hiring, training, performance evaluation, discipline, termination, delegates duties/responsibilities, and other managerial actions, resolves disputes, etc., coordinates supervisory meetings
- Prepares and monitors department budget activities, approves and directs purchases of supplies/equipment, oversees and directs bid and contract process
- Confers with various external/internal agencies, officials and representatives, vendors, etc; performs public relations activities, provides informational presentation, correspondence, etc.
- Represents department to outside agencies, County administration and government officials, vendors, contractors; attends related seminars, workshops, conferences
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:

Madison County Board, 157 N Main St, Ste 165, Edwardsville, IL 62025 or email to Jobs@co.madison.il.us

Visit <http://www.co.madison.il.us/jobs> for application and full posting.