



Help Shape Urbana's Future.

Now Recruiting

ECONOMIC DEVELOPMENT MANAGER

City of Urbana, Illinois

400 S. Vine St., Urbana, IL • (217) 384-2326 • urbanail.gov

The Role & Expectations

POSITION SUMMARY

The Economic Development Manager plays a crucial role in driving economic growth and development initiatives for the City of Urbana. This position oversees advanced Economic Development activities through management of the Economic Development Division. Responsibilities include personnel administration, coordinating work programs, leading efforts to attract responsible investment, support business retention and expansion, and strategic planning and development.

This role also requires active management of the Central TIF district, including responsibility for administering the budget, overseeing long-term fund management, and ensuring all TIF reporting is completed in full compliance with the Illinois Tax Increment Allocation Redevelopment Act.

EDUCATION & EXPERIENCE

Minimum qualifications for the position include the following:

- Knowledge and skills typically acquired through completion of a bachelor's degree in business administration, economics, urban planning, real estate, or a related field and five (5) years of progressively responsible and directly related professional work experience in economic or real estate development, including at least two (2) years of supervisory experience.

Preferred/desirable qualifications:

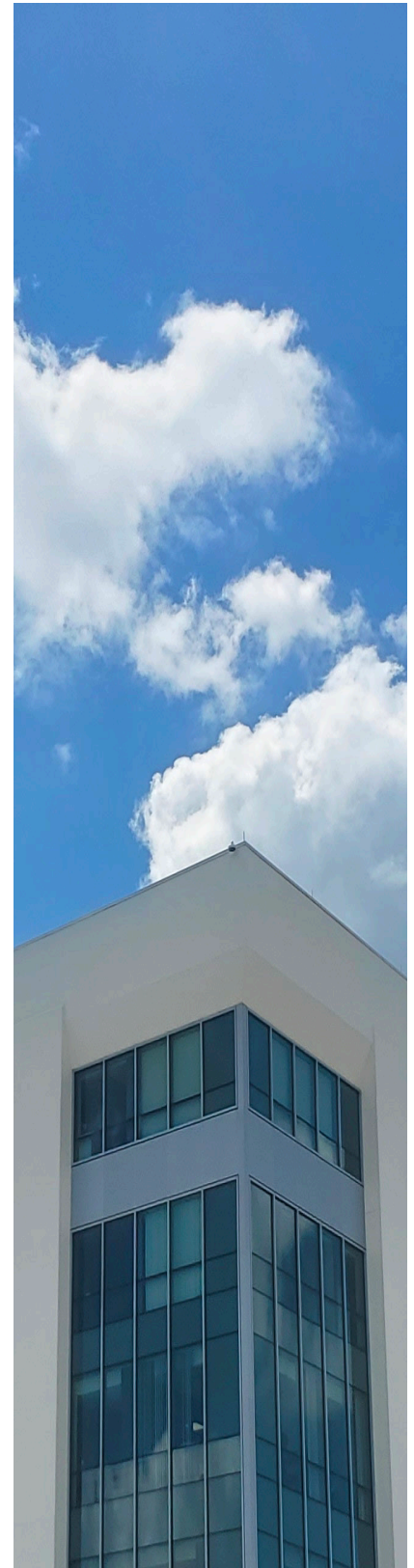
- Graduation from an accredited college or university with a master's degree in one of the fields outlined above; membership in related professional organizations; and designation as a Certified Economic Developer (CEcD) and/or American Institute of Certified Planners (AICP) certification are desirable.
- Experience in managing a downtown revitalization or business development project is preferred.

SALARY

Starting Salary Range: \$94,993.43 - \$125,866.29
Full Salary Range: \$94,993.43 - \$156,739.17

APPLY

[Click here to view the full position details and apply.](#)





Benefits & Total Rewards

COMPREHENSIVE BENEFITS

The following benefit package is associated with positions classified as Management and/or exempt. Voluntary benefits are marked with an asterisk (*). Voluntary coverage solutions for vision, life, supplemental disability, critical illness, and accident are provided through Dearborn National.



HEALTH & WELLNESS

- **Medical Insurance***
Your health insurance is effective on your start date. You may select from two PPO plan options through Blue Cross/Blue Shield of Illinois
- **Dental Insurance***
- **Vision Insurance***
- **Basic Life Insurance**
The City provides \$20,000 in regular life insurance and \$20,000 for Accidental Death & Dismemberment through Dearborn National. Enrollment is automatic and coverage is effective on your start date.



TIME AWAY

- **Vacation**
Upon hire and on each eligible anniversary, vacation is advanced for the upcoming year.
- **Sick Leave**
You will start with 69 hours the first day of employment. After completion of 1 year of service, sick leave will accrue from month to month.
- **Holidays**
In addition to one floating holiday per year, City non-emergency offices observe all 11 national holidays; full-time employees receive 8 hours of regular pay for each holiday.



GROWTH & PERFORMANCE

- **Pay for Performance**
The City of Urbana's compensation program for regular, non-bargaining unit (NBU) employees is a performance-related pay model that is designed to reward employee performance and to provide regular opportunity for employee wages to increase based on annual performance reviews.
- **Tuition Assistance**
Employees who are in the AFSCME and non-union classifications may receive tuition reimbursement for classes that complement their jobs.
- **Employee Credit Union**
Employees have the option of participating in the Urbana Municipal Employees Credit Union, a member-owned, not-for-profit financial institution dedicated to serving government employees, local employee groups, and their families.
- **Software Discounts**
Enjoy significant discounts on certain software purchases like the Microsoft Office suite.



EMPLOYEE PERKS

- **Free Parking**
The City offers free employee parking adjacent to each facility at all locations in the City Complex.
- **Employee Assistance Program**
The Employee Assistance Program provides confidential counseling for employees and their family members at no out-of-pocket expense to the employee. Eligible employees and dependents may receive up to 12 free counseling sessions per year.

Creating Community Impact.

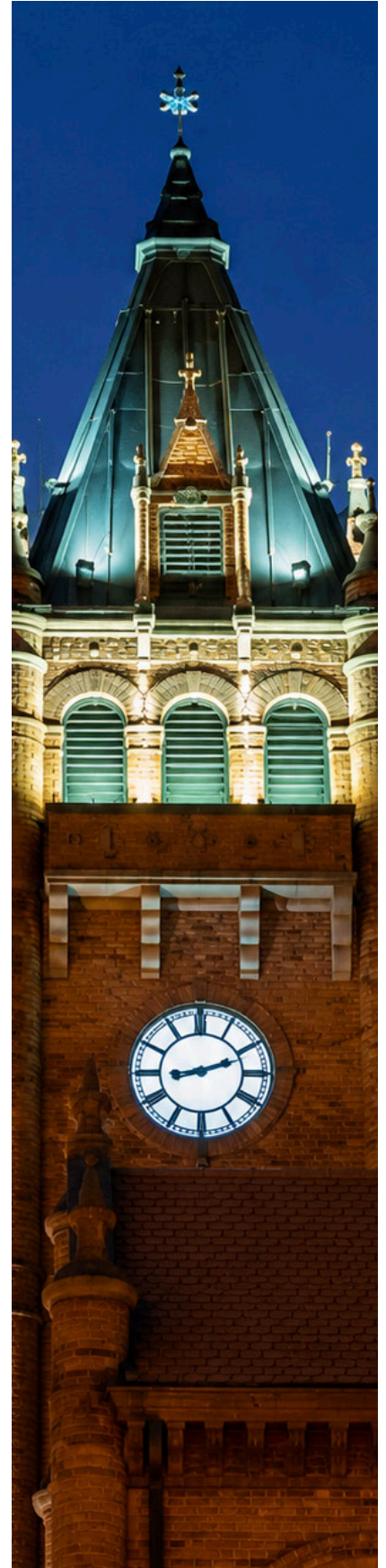
MISSION, VISION & VALUES

Welcome to the Community Development Services Department, where our primary mission is to enhance the quality of life for Urbana's residents.

We accomplish this by offering a range of essential services that cover economic development, housing, planning, zoning enforcement, and building safety code enforcement. At the heart of our department's efforts is a commitment to making Urbana a better place to live, work, and thrive.

In collaboration with local businesses, community organizations, and government agencies, we help plan and implement strategies that boost economic vitality, create affordable housing options, ensure proper land use, and maintain the highest building safety standards. By addressing various aspects of community well-being and development, we aim to foster a vibrant and sustainable environment that benefits all those who call Urbana home.

“Making Urbana a better place to live, work, and thrive.”



About Urbana

Located in the heart of Champaign County in east central Illinois, Urbana (pop. 41,581) is strategically poised at the intersection of three major interstates, making it an attractive location for economic development. Urbana is internationally distinguished as the home of the University of Illinois at Urbana-Champaign, the state's flagship public university and one of the preeminent research institutions in the world. With the help of four beautiful seasons, a richly diverse population, a Big Ten university, and a vibrant arts and entertainment scene Urbana offers a variety of services, recreation, and culture.

One of the greatest characteristics of Urbana is the outstanding quality of life and low cost of living. Because of its natural assets and college setting, Urbana offers residents a metropolitan feel with small-town charm. In recent years, Urbana has been cited by the National Home Builders Association as one of the top ten most affordable housing markets in the United States. The highly ranked school districts, park district, library, and award-winning mass transit district also highlight the community's dedication to excellence. The City is led by Mayor DeShawn Williams and operates under the mayor-aldermanic form of government. On average, Urbana employs 260 full-time personnel.

For more information about the City of Urbana, visit:
urbanail.gov



41,581 RESIDENTS

A diverse and welcoming community.



**BIG TEN UNIVERSITY
COMMUNITY**

Home to the University of Illinois at Urbana-Champaign, a global leader in education and research.



260 FULL-TIME EMPLOYEES

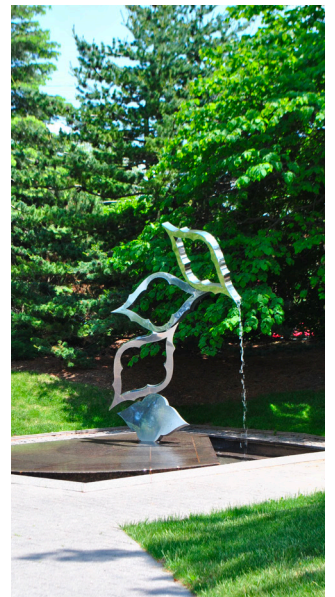
Dedicated city professionals serving our community.



Milestones & Growth

Award-winning dining. Cutting-edge technology. World-class education. Gigabit-speed fiber network. Urbana is a city where artists, thinkers, and innovators thrive. And we're just getting started!

Urbana boasts a history built on innovation. From the famed Morrow Plots, a National Historic Landmark, to the groundbreaking research conducted every day on the flagship campus of the University of Illinois, Urbana embraces creative thinking and diversity to drive innovation and advancement. We're connected to each other and the world thanks to an award-winning mass transit district, Amtrak rail, a regional airport, and three major interstates. Prefer to get around on two wheels? We are proud to be the first Gold Level Bicycle Friendly Community in Illinois. Our West Urbana neighborhood has been named one of the 10 Great Neighborhoods in America by the American Planning Association, and together with our twin city Champaign, we've been recognized as the Greatest Food Town in the Midwest by Midwest Living Magazine, as well as an AARP Age-Friendly Community.



Where Progress Happens

Led by Mayor DeShawn Williams, Urbana's progressive values include civic engagement, celebrating entrepreneurs and innovators, smart growth, and transparent governance. Award-winning schools, outstanding parks, a mosaic of diverse and engaged neighborhoods, a robust array of businesses located throughout the city, and reliable public services committed to the best possible quality of life for residents serve to make Urbana a great place for all to thrive.

Recognized Nationally

