



## Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

# BUSINESS RETENTION SPECIALIST

**Posted: September 27, 2018**

**Closing Date: October 19, 2018**

The Village of Tinley Park (population of over 57,000) seeks a full time (40 hours per week) Business Retention Specialist in the Community Development Department. This position is responsible for professional and administrative work assisting the Economic Development Manager with all business retention efforts of the Village support and retain locally owned businesses. This position entails regular contact with area Chambers of Commerce, Economic Development and Planning staff and business development agencies; assist in planning Economic forums (Annual Business Breakfast, Auto Dealer Roundtable, Bankers Breakfast, and Downtown Retailer Luncheon); maintain Village's site selection database; conduct Economic Development best practice research projects as other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited four-year college or university;
- Minimum of five (5) years of experience working in an office environment;
- Any combination of education and experience equivalent to Bachelor's degree in economics, public administration, business administration, tourism, government, city/regional planning, marketing, or another career field that is directly related to economic development, business growth and retention.
- Ability to establish and maintain effective working relationships with a diverse group of people both internally and externally;
- Must possess a valid motor vehicle license
- Must successfully complete criminal background investigation and pre-employment testing

**Start Annual Salary and Benefits:** \$54,329.60 plus Health/Dental/Vision/Life benefits, paid vacation, participation in Illinois Municipal Retirement Fund (IMRF) and optional participation in a variety of employee paid benefit options.

**Application Process:** Send a completed Village of Tinley Park Application for Employment, cover letter and resume to the Village of Tinley Park – Human Resources Department by 5:00 p.m. on October 19, 2018. Online application available at [www.tinleypark.org](http://www.tinleypark.org) Human Resources page or hard copy format available at the Village Hall.

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.

Email to: [humanresources@tinleypark.org](mailto:humanresources@tinleypark.org)