

Exhibit S

LTC Executive Director Job Description

Lombard Town Centre Job Description

Title: Part-Time Executive Director

Purpose of Job

The primary purpose of the part-time Executive Director position is to promote economic development activities and fill vacant tenant spaces within Downtown Lombard. The ideal candidate will be given the opportunity to facilitate economic development programs that must demonstrate initiative, creativity and experience to proactively build business and improve neighborhoods, utilizing Village of Lombard programs and leveraging public and private resources. The position will be employed by the Lombard Town Centre, but will also report to the Director of Community Development for the Village of Lombard.

Essential Functions

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Recruit new businesses to Historic Downtown Lombard. Responsibilities entail accountability based on measurable cost effective results for the growth of the Village's tax base through business recruitment, expansion and retention programs.

Develop and conduct on-going public awareness and business outreach programs designed to enhance appreciation of Downtown Lombard. Foster an understanding of the Lombard Town Centre and Village of Lombard goals and objectives for the Downtown. Use speaking engagements, websites and personal appearances to advance these goals.

Understand the pulse of Downtown Lombard property owners and businesses so that can be communicated to the Village of Lombard and Lombard Town Centre Board of Directors.

Become familiar and communicate regularly with all persons and businesses interested in the various Downtown Lombard grant programs.

Manage projects as the Village of Lombard liaison to the Downtown on an as needed and ongoing basis.



Assist individual tenants or property owners as needed with physical improvement projects.

Develop and maintain data systems to track the progress of the downtown. These systems should include economic monitoring, individual building files, available properties, photographic documentation of physical changes, and statistics on job creation and business retention, expansion, and recruitment.

Represent the Lombard Town Centre to important constituencies. Communicate effectively on the downtown's directions and work program.

Other duties as assigned and necessary to achieve the goals and objectives of the organization.

Performance Aptitudes

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Human Interaction:

Requires the ability to provide formal instruction in a classroom or other structured setting.

Requires the ability to communicate orally and in writing with the President and Board of Directors for the Lombard Town Centre, the Village of Lombard, the media and the public.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budget documents, grants, contracts, reports, press releases, invoices, procedures and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities. Ability to deal with several concrete and abstract variables in working out approaches to problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals may cause discomfort and poses a limited risk of injury.

Qualifications and Education Requirements

The Executive Director should have a minimum of a bachelor's degree and/or experience in one or more of the following areas: Main Street programs, economics, finance, public relations, urban planning, business administration, public administration, commercial real estate, retailing, architecture and/or small business development. Previous experience in the aforementioned areas is highly desirable.

The Executive Director must be sensitive to economic development issues and must understand the issues confronting Downtown Lombard businesses, property owners, public agencies, and community organizations.

The Executive Director must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent environment. They should have the ability to function in an organization that may have changing priorities and demands. Excellent written and verbal communication skills are essential. Project management skills are desirable.

Proficiency in Microsoft Office, Excel, Power Point, Outlook, Constant Contact, Quick Books and other programs in line with duties. Familiarity with website management a plus.