



Job Mart

City/County Management in Illinois

Job Supplement

July 2008

**City of Olney
City Manager**

The City of Olney, Illinois, population 8,631 (2000 Census) is seeking qualified candidates for the position of City Manager. The City of Olney was incorporated in 1841 and has been operating under the City Manager form of government since 1973. Olney is located in southeastern Illinois, 125 miles east of St. Louis and 250 miles south of Chicago, and is known as the “Home of the White Squirrels.” The City is a full service community with an annual budget of over \$7.25M and 61 full-time employees. The City Council consists of a Mayor and four City Council members. Three to five years successful and responsible municipal management experience with strong administrative leadership skills desired. Candidates should also have experience in human resources, community relations, financial and budget management, economic development, and infrastructure and facilities management. MPA preferred. Starting salary \$70,000+/- dependent upon qualifications and experience.

Send complete resume with work related references to: Mayor Tom Fehrenbacher, 300 S. Whittle Avenue, Olney, IL 62450 (tel. 618-395-7302; fax 618-395-7304) or email to: olneylaw@wabash.net.

Deadline for submission of resume is August 22, 2008.

**City of Marengo
City Administrator**

Marengo’s mission is to enhance and preserve a high quality of life for it’s residents by providing fiscally sound and responsive services, programs and facilities. The city of Marengo (pop. 7600) seeks a full time Administrator to lead an organization consisting of 5 department heads,

40 full time employees and a combined budget of \$6.8 million. The administrator plans, directs, coordinates, controls and evaluates all activities of the Municipal government servicing the City of Marengo residents. The successful applicant will possess a record of significant accomplishment in the areas of administrative ability, city council relations, budget and finance, collective bargaining, human resource management, community relations, intergovernmental relations, facility infrastructure, annexations and comprehensive planning. Must have the ability to mentor, coach, influence and evaluate performance of subordinates, with a goal of quality and performance. Candidates must possess strong interpersonal skills and well developed writing skills. Candidates will be comfortable working collaboratively with elected and appointed officials, professional staff, and active/involved citizens, as well as other units of local government. Administrator is appointed by the Mayor with the consent of the City Council (8 Aldermen). Salary \$75,000 to \$110,000 DOQ plus excellent benefits.

Requirements:

Requirements include a minimum of a Bachelors Degree in Public Administration, Governmental Administration, Regional Planning or related field. A Master’s Degree is preferred. At least 12 years professional experience in public service, with a minimum of 6 years of increasing responsibility, leadership and supervision within municipal government or public administration. Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

To Apply:

Submit Application, resume, and salary history to the City of Marengo, Attention: Sally Millermon, Deputy City Clerk, 123 East Prairie Street, Marengo, IL 60152. More information on the City of Marengo website,

www.cityofmarengo.com. Applications subject to public release unless confidentiality requested, EOR/ ADA.

APPLICATION DEADLINE: AUGUST 15, 2008

**Village of Cary
Management Assistant**

The Village of Cary (population 18,713), approximately 40 miles northwest of Chicago, is seeking qualified applicants to fill the position of Management Assistant. Major duties and responsibilities of this position include, but are not limited to, the following: 1) Responsible for commercial, residential, and industrial project coordination; 2) Assist the Director of Building, Planning, and Zoning with implementing directives; 3) Prepare administrative policy analysis and recommendations; 4) Provide administrative support and research/organizational analysis for the Village Administrator and the Building, Planning, and Zoning Department; 5) Assist in drafting agendas, ordinances, resolutions, agreements, and public informational materials; 6) Serve as liaison between the Village and the Chamber of Commerce; and 7) Perform any and all other administrative duties as assigned. A full recruitment profile is available at www.caryillinois.com under "Job Opportunities".

The Management Assistant is a non-union position. Possession of a Bachelors Degree in Public Administration, Engineering or a related field, from an accredited four-year College or University, is required. Master's Degree and experience in Geographic Information Systems (GIS) preferred. Minimum of one year municipal government experience, or any combination of similar experience, is required.

Current salary for the position starts at \$38,231. Qualified individuals interested in being considered for this position should send a letter, resume, and three references to:

Tara Semenchuk
Assistant to the Village Administrator
Village of Cary

655 Village Hall Drive
Cary, IL 60013
(847) 639-0003
(847) 639-2761

The position will remain open until filled.
Equal Opportunity Employer

**County of McHenry
Director of Planning and Development**

McHenry County, IL (pop. 328,000) is a beautiful combination of suburban and rural living, with 20,000 acres of conservation land within its 610 square miles. With easy access from major interstate highways, McHenry County has experienced rapid growth and development making it one of the fastest growing counties in the state. The County is seeking local government executives with strong communication skills and a successful background in planning and code enforcement services to lead the county's Department of Planning and Development. The Planning and Development Department has 29 employees including two Deputy Directors and a budget of approximately \$1.4 million. The Director will report to the County Administrator and will work closely with the County Board, several commissions, and community leaders in townships and municipalities within the county. Candidates must have a bachelor's degree in urban planning, public administration, public policy or related field; a master's degree and AICP certification is highly desirable. In addition, candidates must have seven to ten years increasingly responsible experience in land use planning, regional planning, code enforcement or directly related field. Demonstrated management and administrative leadership skills extremely important as well as ability to work collaboratively with elected and appointed officials, members of boards and commissions, agencies that work with the department, and an active, engaged citizenry. Starting salary: \$100,000 +/- DOQ. Residency within the county is not required. Interested candidates should apply by August 1, 2008 with resume, salary history and five references to Heidi Voorhees, President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL

60044. TEL: 847-234-0005; FAX: 847-2234-8309; E-mail: resume@pargroupltd.com

**City of Geneva
Human Resources Manager**

The City of Geneva is seeking applicants for the full-time position of Human Resources Manager. This position is responsible for personnel related activities including payroll, benefits, employee relations, legal compliance, workers compensation, collective bargaining-related activities, and employee event coordination. This position will also assist with developing goals and objectives, developing and implementing personnel policies and procedures, and preparing and maintaining the personnel manual. Diplomacy and confidentiality are required.

The successful applicant should possess a bachelor's degree from an accredited four-year college or university in Human Resources Management, or related field; and four to five years progressively responsible related supervisory experience. Certification in Human Resources (IPMA-CP preferred) and labor negotiation certification is highly desired.

The starting salary for this position is \$73,152-\$77,456 annually depending on qualifications. The City of Geneva is an equal employment opportunity employer. Please send resume, three professional references, and job application to: Sharon Robbins, Human Resources Office, City of Geneva, 22 South First Street, Geneva, Illinois, 60134 or srobbins@geneva.il.us by 5:00 p.m. on July 18, 2008. Job applications can be found at www.geneva.il.us under "Jobs". Applications will not be accepted via facsimile.

**City of Decatur
City Manager**

The City of Decatur, population 80,000, is seeking an energetic leader with a successful track record as a City Manager or a rising star who brings a positive "let's get it done" attitude, a visionary who thinks strategically, is able to see all sides of an issue and makes timely and positive recommendations, outgoing and

personable, is a person who is involved in the community, a person who is politically astute, but not political. If this is you, Decatur is your next positive step in your career. Decatur is a historic community located in the center of Illinois, just 178 miles from Chicago, 118 miles from St Louis and 30 miles from the State Capital in Springfield. Decatur is the corporate headquarters of Archer Daniels Midland [ADM], which is the largest employer and a significant asset to the area. There is excellent public and private K to 12 school systems along with Millikin University and Richland Community College located in Decatur. The University of Illinois and Illinois State University are located within 50 miles. The City has many historic neighborhoods, a full range of recreational facilities, two hospitals, a vibrant central business district and a very reasonable cost-of-living. Decatur has been ranked #1 small metropolitan community by "Forbes Magazine."

Decatur has a Council-Manager form by referendum with seven council members elected to four year staggered terms. There are 580 full time employees in Departments of Economic and Urban Development, Public Works and Engineering, Water, Finance, Legal, Management Services and Police and Fire. The City Manager's staff includes four Assistant City Managers. The Budget totals more than \$100 million with a \$56 million General Fund. Decatur has several projects which need to be brought to fruition by the next City Manager. Some of these include additional development of the water supply system, site selection and construction of a new Public Safety Building, neighborhood improvements and upgraded services, long term planning to address an aging infrastructure and economic development.

The City offers an excellent benefit and compensation program along with participation in the Illinois Municipal Retirement Fund, deferred compensation program with ICMA-RC, life and disability insurance, health and medical insurance, generous vacation and sick leave, thirteen paid holidays and an automobile. If you wish to be considered for this exceptional career opportunity, please submit your resume and cover letter by July 14, 2008 to: Gary

Goddard, Senior Vice President - The Mercer Group, 85 South Seminary Suite 3, Galesburg, Illinois, 61401. For more information on this opportunity go to [The Mercer Group at www.mercergroupinc.com](http://www.mercergroupinc.com) for the recruitment brochure. The City of Decatur is an Equal Opportunity Employer and minority and female candidates are encouraged to apply.

**City of El Paso
City Administrator**

The City of El Paso (pop. 2700) seeks applicants to fill the position of City Administrator, Salary: competitive & negotiable + excellent benefits. 3 Administrators since 1976. El Paso is a small full service community located in Central Illinois with a \$4.1 M Operating and Capital Budget. Require bachelor's degree in public/business administration, responsible local government management experience, preferably as Administrator/ Assistant Administrator; knowledge of financial systems, budgeting, utility system management, economic development, personnel administration, zoning, & excellent public relations skills; team-oriented & strong leadership. Residency required. Submit cover letter, resume, salary history, & 3 professional references with contact information by August 1, 2008 to the following address: City of El Paso, Attn: Administrator Position, 475 W. Front Street, El Paso, IL. 61738. Selected applicants will be contacted for further information regarding the process.

**City of Minonk
City Administrator**

The City of Minonk (Pop. 2200) is a progressive community located in the north central area of Illinois, at the cusp of the Peoria metro area. Mayor and six member council elected on a non-partisan basis. Four administrators since 1990. \$1.6M total budget; 11 FT, 4 PT employees. Salary \$60K to \$70K plus benefits, DOQ.

Bachelor's degree, prefer master's in public administration/related and three years progressive municipal administration experience. Desire a strong background in municipal management, budgeting, finance, human resources, planning, grant writing and

economic development; strong interpersonal and consensus building skills; commitment to citizen service. Residency required.

Send resume, salary history and references to Public Administration Associates, LLC, P. O. Box 282, Oshkosh, WI 54903; e-mail paassoc@northnet.net; phone 920-235-0279; by July 18, 2008. EOE

**Village of Wind Point, WI
Village Administrator/Clerk/Treasurer**

Wind Point, Wisconsin (pop. 1,826) invites applications for administrator/clerk/treasurer position. Salary \$55-\$70,000. Historic village with strong sense of community, well-located on Lake Michigan in Racine County. Home of Wingspread Conference Center. Also see www.public-administration.com. Require bachelor's degree in relevant field with MPA preferred and local government administrative experience; knowledge of budgeting/finance, human resources, planning/zoning, intergovernmental relations, clerk/treasurer duties, and general municipal operations; strong interpersonal skills and commitment to team management and citizen participation/service. Please send application letter, resume, salary history, references to Public Administration Associates, LLC, PO Box 282, Oshkosh WI 54903 or paassoc@northnet.net by 7/6/08. Confidentiality must be requested by applicants and cannot be guaranteed for finalists.

**Village of Downers Grove
Village Manager**

Downers Grove, IL (50,000) Village Manager. Salary flexible DOQ/E, market competitive + benefits. ICMA (CM) recognized in 1962; Suburban community 20 miles west of Chicago; named 1 of region's "Ten Best" by Chicago Tribune. Require BS/BA in public/business administration/related field; prefer MS/MA; 5-7 years responsible village/city manager/administrator/deputy/assistant/related experience in private sector. Residence required within 6 months. Brochure available at

www.downers.us.

For further informaion please contact by 8/1/08:
Wesley J. Morgan, SPHR,IPMA-CP
Director of Human Resources
Village of Downers Grove
801 Burlington Avenue
Downers Grove, Illinois 60515
Work:630-434-5536
Fax:630-434-5484
wmorgan@downers
EOE

**City of Oak Forest
Administrative Analyst Public Works**

The City of Oak Forest is seeking to hire a professional/technical level Administrative Analyst who will provide staff management, administrative coordination and support to the Public Works Department. The position reports to the Public Works Director.

Incorporated as a village in 1947 and becoming a city in 1971, the City of Oak Forest is a mature, well-established community with a population of 28,180 located 25 miles southwest of the Chicago Loop in Cook County, Illinois. Oak Forest is 8.0 square miles and predominately residential with two major retail corridors as well as multiple family districts and two small industrial areas.

DUTIES & RESPONSIBILITIES:

- Supervises and assigns work on a day-to-day basis for office personnel.
- Maintains computer records for the Water and Sewer, Municipal Buildings & Grounds, Commuter Parking, and Street Departments.
- Tracks and monitors the status of work orders and customer service requests to insure timely completion.
- Maintains personnel records for the Public Works Department.
- Responds to routine service requests or departmental inquiries.
- Prepares general and confidential correspondence for the Director, Assistant Director and Superintendent of Streets.
- Assists in the preparation of the annual budget.

- Assists the Director with Capital Improvement Projects.
- Assists the Director, Assistant Director and Superintendent of Streets with purchasing departmental goods and services.
- Performs special projects for Director, Assistant Director and Superintendent of Streets.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a working knowledge of general office policies and procedures, and supervision principals and practices.
- The ability to establish and maintain cooperative working relationships with employees, city administration, elected officials and the general public.
- The ability to understand and carry out oral and written directions. The ability to give verbal and written instructions to others.
- Ability to effectively manage and prioritize multiple projects and work as part of a team.
- Ability to maintain a flexible work schedule as determined by Departmental needs.
- Ability to prepare clear, concise, oral and written reports.
- Ability to analyze problems, identify alternatives and implement solutions.
- Prepares correspondence to residents relative to inquiries and offer suggestions for solutions and/or corrective action.
- Have a proactive and problem-solving orientation.
- Ability to work independently.

EXPERIENCE AND TRAINING:

The ideal candidate must posses a bachelor's degree in Public Administration, Business, computer science or civil engineering. The candidate must have knowledge of business principles and practices and organization, administration and budgeting. Proficiency in the use of standard office software and technology required.

Please submit an application and resume to Troy Ishler, Director of Public Works, City of Oak Forest, 15722 South Lorel Avenue, Oak Forest, IL 60452 no later than July 7, 2008. You may email your resume to tishler@oak-forest.org. The position will remain open until filled.

**City of Peoria
City Manager**

This is truly an exciting opportunity to live and work in the heart of the Midwest. The City of Peoria is Illinois' fifth largest city. Peoria is also the regional hub for central Illinois. The City of Peoria is seeking a dynamic and highly qualified individual to be its next City Manager. The selected individual will be responsible as Chief Administrative Officer for the leadership and management of this diverse City of 121,000 population. The successful candidate will work closely with the Mayor and City Council on issues concerning economic development and redevelopment, alternative revenue sources, regional cooperation in service delivery, relationship building and the delivery of high quality, cost-effective services to the citizens of Peoria. A Bachelor's degree from an accredited college or university in Public or Business Administration or a related field is required. A Master's degree in Public or Business Administration or a closely related field in preferred. In addition, the successful candidate is required to have achieved at least seven years of progressively complex and responsible work experience as a city manager, deputy or assistance city manager. This work experience should include at least five years of supervisory and managerial experience. An ICMA Credentialed Manager would be a plus. The Peoria City Manager is responsible for the administration of the affairs of the City, enforcement of the ordinances of the City laws of the State of Illinois. The TY 2008 City Budget is \$163 million and there are 799 FTE City employees. City employees are represented by several organized labor unions. Starting salary will be market competitive, depending on the experience, qualifications and salary history of the selected individual. In addition, an excellent fringe benefit package will be provided along with reasonable relocation expenses. Brochure at www.mercergroupinc.com.

Resumes by close of business July 11, 2008, to James Mercer, The Mercer Groups, Inc., 551 W. Cordova Road, #726, Santa Fe, NM 87505. Voice: 505-466-9500; Fax: 505-466-1234. E-mail: mercergroupinc.com; Website www.mercergroupinc.com. EOE. The City of Peoria does not discriminate on the basis or race, sex, age, religion, ethnic origin or handicapped status.

**Village of Turtle Lake, WI
Village Administrator**

(pop. 1,164)

Village Administrator/Clerk. Salary: \$55-\$65K DOQ + excellent benefits. 6 member Board/1 President elected on nonpartisan basis. \$2.6M total budget; 12FT/9PT employees; Full service community located in NW Wisconsin approx. 1 hr east of Twin Cities with excellent quality of life. Nationally award winning school system. Require bachelor's degree in related field, prefer MPA; require at least 3-5 years successful city management experience. Desires strong background in public relations, community & economic development, public financing & intergovernmental relations. Must possess a general knowledge of public works; planning & zoning; and grant writing skills. Strong sense of community involvement and volunteerism. Residency strongly preferred within 6 months. Submit resume, salary history and references to William L. Forrest, Public Administration Associates, LLC, 1303 Jackson Street, Wausau WI 54403-5697; 715/849-4692; email wforrest@verizon.net by 07/11/08. Applicant names subject to public release by state law unless confidentiality requested. Confidentiality not guaranteed for finalists. Additional information regarding the community can be found at www.turtlelakewi.com.

**Village of Hinsdale
Director of Parks and Recreation**

The Village of Hinsdale is seeking to fill the position of Parks & Recreation Director. The Parks & Recreation Department is responsible for Village parks, recreation programs, special events, KLM Lodge and the community pool. The Director is responsible for overseeing all of the department's operations. Strong

communication and organization skills are a must. Other requirements include: 5 years progressive management experience and a bachelor's degree in recreation or a related field. A master's degree and/or CPRP certification is preferred. A detailed position announcement is available at www.villageofhinsdale.org/jobs. The salary range is \$88,706.77 to \$131,630.12 plus an excellent benefit package. Resumes are due by 7/11/08 to: Sandy Mikel, HR Administrator, Village of Hinsdale, 19 E. Chicago Ave., Hinsdale, IL 60521, smikel@villageofhinsdale.org, fax 630-789-3463. The Village of Hinsdale is an EEO.

City of Rolling Meadows City Manager

Rolling Meadows, IL (population 24,604; daytime population of estimated 50,000) is located 27 miles northwest of downtown Chicago, near O'Hare airport and major expressways serving the Northwest suburban metropolitan area. Dynamic, progressive community seeks experienced, proactive and collaborative professional to lead its organization consisting of 237 full and part time employees. The community is fiscally sound with a \$25M General Fund and an overall \$51M annual operating budget for FY 2008/2009. The City Manager reports to the Mayor and seven aldermen which comprise the City Council. The City is seeking candidates with a record of significant accomplishment in a full-service community. A bachelor's degree in public administration, urban management, public policy, business administration, or related field is required plus seven to ten years increasingly responsible public management experience as chief executive or Asst. CAO in similar community or larger community or combination of relevant experience and training. Master's degree in Public Administration or Business Administration is highly desired. Strong general management, economic development, and fiscal management skills are very important. Outstanding organizational skills, plus proven interpersonal communication skills and well developed writing skills required. Appointed by Mayor and City Council. Residency not required, but highly desirable. Starting salary

\$142,000 +/- DOQ. Submit resume, cover letter with salary history and five references by August 8 to Mark Morien, Vice President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847-234-0005; FAX: 847-234-8309; E-Mail: resume@pargroupltd.com

Village of LaGrange Director of Public Works

La Grange, Illinois (population 15,608). Dynamic, historic, progressive community located 15 miles west of Chicago in Cook County, seeks experienced municipal professional to lead its Public Works Department. The Department consists of 24 full time employees, a \$5.3 million budget, and \$7 million annual capital budget. Department provides traditional public works services including street maintenance, snow and ice control, water, sewer, forestry, building maintenance, street lighting maintenance, and fleet services. The Village is seeking candidates with strong administrative and analytical skills, ability to coordinate and direct work of consultants, and provide guidance/assistance to Superintendent of Operations. Bachelor's degree in public administration, civil engineering or related field required plus five years increasingly responsible public works management experience. MPA preferred. Outstanding organizational skills, proven interpersonal communication skills, and well developed writing skills also critical. Labor relations experience a plus. Appointed by the Village Manager. Residency not required. Starting salary range: \$100,000 - \$115,000 +/- DOQ. Submit resume with salary history and five references by July 11 to Heidi Voorhees, President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847-234-0005; FAX: 847-234-8309; E-Mail: resume@pargroupltd.com.

Village of Gurnee, Illinois Director of Public Works

Gurnee, Illinois (population 32,000). Dynamic, full-service community located 40 miles from Chicago near the Wisconsin border in scenic Lake County, seeks experienced

public works professional to lead its Public Works Department. Home to Six Flags Great America & Hurricane Harbor, Key Lime Cove hotel/indoor water park, Gurnee Mills shopping mall, and substantial commercial/industrial development, Gurnee hosts more than 100,000 visitors each day. The Department consists of 35 full time employees and has a combined operating and capital budget of \$11 million, including streets, vehicle maintenance, and utility enterprise operations, equipment, and projects. The Village is financially sound with new public facilities including a seven year old state of the art public works building. The Village is seeking candidates with a record of significant accomplishment in a full-service community that offers a complete range of public works services. Collaborative leadership skills, excellent communication skills and a commitment to progressive management practices are essential. Bachelor's degree in public administration, civil engineering, business administration or related field required plus seven to ten years increasingly responsible public works management experience or combination of relevant experience and training. Graduate degree and/or PE desirable but not required. Outstanding organizational skills, strong administrative abilities, and well developed writing skills also critical. Labor relations experience important. Residency within or in close proximity to Gurnee is desirable but not required. Starting salary range: \$110,000 +/- DOQ. Submit resume with salary history and five references by July 11 to Heidi Voorhees, President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847-234-0005; FAX: 847-234-8309; E-Mail: resume@pargroupltd.com.

Village of Addison Civil Engineer 2

The Human Resources Division is accepting resumes/applications for the position of Civil Engineer 2 in the Community Development Department. Under the administrative direction of the Village Engineer, this positions duties include but are not limited to: planning ,designing, reviewing, and inspecting of civil engineering projects; performing field surveys and inspections for various projects; preparing

plans and cost estimates for roadway, storm sewer, sanitary sewer and water main; inspecting and field measuring quantity take-offs of on-going projects including the documentation and preparation of reports, performing drainage and traffic studies in order to determine corrective courses of action necessary to solve drainage and traffic problems; participating in stormwater and water quality groups and committees; reviewing and researching plats, legal descriptions, easements, subdivision plans, storm-water management reports, and designing and drafting moderate engineering projects using AutoCAD and other civil engineering related software programs. The person in this position also assists the Village Engineer in the construction management of small-scale projects or specific areas of larger projects. Work is of complex difficulty and is reviewed for progress and conformance to established codes and procedures by the Director of Community Development and/or his designee.

Qualified individual required to obtain a PE within 1 year after hire. Also expected to possess, at a minimum, a Bachelor of Science Degree in Civil Engineering from an accredited college or university, State of Illinois Engineering Intern (E.I.) licensure, and on the job experience in the practice of civil engineering leading to professional engineering registration (P.E.) in Illinois. Also required is possession of a valid Class 'D' Illinois Driver's License that is free from incidences that may result in license revocation or suspension.

The starting annual salary for this position is **\$65,168**, plus a very competitive benefit package. All applicants must submit a completed Village of Addison application for employment form. **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.**

The candidate selection process may consist of all or some of the following: a review of the candidate's education, past work experience and skills, testing, background check, and a personal interview. Successful completion of a pre-employment physical is also required.

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, at the Information Desk or downloaded from the Village's website at www.addisonadvantage.org. All completed applications must be directed to Donald Pinson, Director of Human Resources/Risk Management, either via regular mail at One Friendship Plaza, Addison Illinois, 60101, or submitted personally to the Administration Department, Room 2100 of the Village Hall until the position is filled.

Oak Park Township Township Manager

This is an excellent opportunity for a public sector professional to provide leadership to an organization that takes pride in its history and its service to the community. An independent taxing unit, Oak Park Township delivers human services that are provided directly or by local agencies through contract or grant support. Township functions complement, but are independent of, the services of the larger municipal government. The Township is dedicated to providing outstanding services to its residents in a cost efficient and effective manner and is in good financial condition.

The Township Manager provides professional management and administrative oversight to all Township departments in accordance with local-government, business and personnel practices. With a budget \$5.5 million and 40 FTE employees, the Manager must exercise responsible, professional judgment throughout all aspects of Township operation and be particularly sensitive and dedicated to the human services mission. The Manager must possess good communication skills including the ability to listen, understand and respond in a fair and reasonable manner and develop good working relationships with the Township Board, staff, appointed committees and mental health board, officials of other taxing units and members of the community at large.

A bachelor's degree in public administration or a related field is required; a master's degree in public administration or closely related field is preferred. The ideal candidate will possess a minimum of three to five years of experience in a comparable agency with extensive experience in a management role. It is preferred that the candidate lives or plans to live within a 30-minute commute of Oak Park. For a position profile, see www.oakparktownship.org.

Compensation

- \$75,000 to \$102,000 DOE
- Illinois Municipal Retirement Fund
- Vacation time
- Sick time
- 11 Paid holidays per year plus two personal days
- Medical Insurance
- Life Insurance
- Travel and relocation costs are not covered.

All qualified candidates are strongly encouraged to apply by July 21, 2008 (first review, open until filled). To apply, send in PDF form a resume with cover letter addressed to the Township Supervisor to miron@oakparktownship.org. Add to the letter answers to two supplemental questions: Why is now a good time in your career to be Oak Park Township Manager? How would others describe your leadership/management style?

City of Oak Forest Planner

Incorporated as a village in 1947 and becoming a city in 1971, the City of Oak Forest is a mature, well-established community with a population of 28,180, located 25 miles southwest of the Chicago Loop in Cook County, Illinois. Oak Forest is 8.0 square miles and predominately residential with two major retail corridors as well as multiple family districts and two small industrial areas.

Oak Forest recently updated its Comprehensive Plan. Several initiatives such as updating the zoning map, the zoning code, the subdivision code and the landscaping standards are underway or need to be started. The Planner

will oversee these initiatives as well as other projects that require the experience of a planner.

The City of Oak Forest is seeking to hire a professional/technical level Planner that provides staff support to the Community Development Director and Planning & Zoning Commission. The position reports to the Community Development Director.

DUTIES & RESPONSIBILITIES:

- Responsible for the processing and conducting land use evaluation of zoning petitions for special use permits, amp and text amendments, and variation.
- Responsible for processing and conducting review of petitions for subdivisions for compliance with the City’s subdivision ordinance, as well as related land use analysis.
- Coordinates interdepartmental review process of zoning and subdivision petitions and ensure proper and coordinated communications.
- Prepare staff recommendations pertaining to the review of zoning and subdivision petitions.
- Assist homeowners, developers and builders with technical requests, zoning interpretations and other required assistance.
- Undertake research and zoning studies and makes appropriate recommendations for zoning amendments and procedural changes.
- Perform special projects for the Community Development Director.
- Perform other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles of land use planning and zoning.
- Knowledge of local government organizations and internal function.
- Ability to effectively communicate verbally and through written means.

- Ability to effectively manage and prioritize multiple projects and work as part of a team.
- Have a proactive and problem-solving orientation.
- Maintain a high level of energy and a sense of humor.

EXPERIENCE AND TRAINING:

A Master’s degree in Urban/Regional Planning in Urban/Regional Planning or related field with 3-5 years planning /zoning experience is required. Internship in a municipal planning department may be used as some of the criterion for the required experience. Proficiency in the use of standard office software and technology required.

Starting salary \$50,000 negotiable DOQ. Please submit your resume to Adam Dotson, Director of Community Development, City of Oak Forest, 15440 S. Central Ave., Oak Forest, IL 60452 no later than June 13, 2008. You may email your resume to resume@oak-forest.org. Position opened until filled.

Calendar of Events

July 2008

IAMMA Regional Meetings
See www.iamma.org for more information

August 14 & 15, 2008

Downstate Meeting
Cherry Valley, IL

September 20 – 24, 2008

ICMA Conference
Richmond, VA

September 25 – 27, 2008

Illinois Municipal League Annual Conference
Chicago, IL

February 25 – 27, 2009

ILCMA Winter Conference
Moline, IL

June 10 - 12, 2009

ILCMA Summer Conference
Eagle Ridge Inn & Resort
Galena, IL