



Job Mart

City/County Management in Illinois

Job Supplement

January 2009

Ogle County, IL County Administrator

County Administrator, Ogle County (pop. 55,000). Hiring salary: \$78,750-\$96,600 DOQ + benefits. 24-member County Board; \$13 M general fund; 250 FTEs. Illinois' 12th fastest growing county located within 100 miles of Chicago & Madison, WI at the intersection of I-39 & I-88. Known for picturesque small towns & farmland, the county is home to 3 state parks. As a railroad center for over 100 years, it is also home to the world's largest intermodal railroad facility. Bachelor's degree in public administration or related field, Master's degree preferred, & 3 years of local government experience as an administrator or assistant administrator. Candidates must demonstrate success in financial management, human resources and labor relations, policy facilitation, & long-range planning & have an interest in making a long-term commitment to the county. The ideal candidate will have strong communications & organizational skills & be comfortable working independently with access to limited support staff. To apply, send cover letter, resume, salary history & work-related references to Sharon Klumpp, Vice President, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101; oglecounty@springsted.com; or fax (651) 223-3002. Resume review starts 1/30/09. Position open until filled. More information at www.springsted.com.

City of Evanston City Manager

Evanston, IL (population 75,000). Historic, dynamic, diverse community seeks progressive and experienced professional to lead its

organization of 853 full time equivalent employees. A unique community with established, tree-lined neighborhoods, a beautiful lakefront, and a thriving downtown, Evanston is located immediately north of Chicago on the shore of Lake Michigan. Home to Northwestern University, Evanston is one of the Chicago area's most highly desirable communities. The city is full service with a \$219 million annual budget. Four City Managers have served Evanston since 1990. The City is seeking candidates with a strong background in economic development/redevelopment and in the management of a complex, diverse and highly participatory "urban/suburban" community. A bachelor's degree in public administration, urban management, or related field is required plus ten years increasingly responsible public management experience in a similar community or combination of relevant experience and training. Master's degree in Public Administration or Business Administration is highly desired. Strong general management, operational analysis, and fiscal management skills very important. Outstanding interpersonal skills with a reputation for diplomacy and skilled collaboration both inside and outside the city organization. Appointed by Mayor and City Council. Residency required. Starting salary \$180,000+/- DOQ. Submit résumé, cover letter with salary history and five references by March 6 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.

City of Carbondale Chief of Police

City of Carbondale, Illinois (27,201) Dynamic, progressive, growing community seeks experienced, proven, progressive police chief to lead its CALEA accredited Police Department consisting of 68 sworn, 24 civilians, and a \$-

7.2M operating budget. Carbondale is located in the beautiful rolling hills of southern Illinois, 96 miles southeast of St. Louis. Home to Southern Illinois University with 23,000 students, Carbondale is the center of commerce, entertainment, medicine, recreation, culture and education for the region. The Department responded to 2,060 Part I and 1,090 Part II crimes in 2007. Position is supervised and appointed by the City Manager. Candidates should have advanced leadership/command training with a minimum of five years experience in an upper management position in a law enforcement agency of comparable size, diversity, and complexity. Experience in a university environment is desirable but not required. Requires Bachelor's degree in law enforcement or related field; Master's degree desirable. Candidates should possess strong skills and/or experience in leadership, community policing, operations, supervision, budgeting, personnel management, labor relations, community partnerships, and crime intervention strategies. Problem solving and communication/interpersonal skills needed with a team-management orientation. Additional information regarding the position can be found at the Consultant's website: www.pargroupltd.com. Starting salary \$87,000 +/- negotiable, depending on qualifications and experience. Residency required. Final review of resumes will commence on January 30, 2009. Submit resume, cover letter with salary history and five references to the City's Executive Search Consultants: The PAR Group, Gregory F. Ford, Vice President, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847/234-0005; FAX: 847/234-8309; Email: resume@pargroupltd.com.

**City of Naperville
Director of Finance**

The City of Naperville, Illinois, is seeking a Finance Director to lead and direct the financial division of the city. Acting as a strategic partner with leaders throughout the organization, the Director of Finance is responsible for providing high quality services in the areas of administering the budget, collecting and accounting for revenues, controlling purchasing

and expenditures, and investigating new revenue sources.

The individual selected will be responsible for providing leadership to a diligent team of approximately 45 staff members in the areas of Billing and Collection, Financial Reporting, and Purchasing. This includes direct supervision of three (3) division managers and one (1) administrative assistant. In turn, the Director of Finance will report to the City Manager and will be an active member of the city's Directors' Leadership Team.

The Director of Finance oversees all financial activities of the City and operates as the Chief Financial Officer. The position also serves as City Treasurer, Library Board Treasurer, Firefighters' Pension Board Trustee, Police Pension Board Trustee and staff liaison to the Financial Advisory Board. Other duties include oversight of the Police and Fire Pension Fund investment portfolios, preparation and administration of the five year capital improvement program, and the issuance of general obligation bonds, special service area bonds, and revenue bonds.

The successful candidate will have the ability to quickly assess, prioritize and take action on key strategic issues facing the city. The ideal candidate will possess strong leadership skills, project the importance of continually finding efficiencies within the city, and build and maintain effective working partnerships with all organizational levels. A Bachelor's Degree in Accounting or Finance is required, as well as a graduate degree in Public Administration, Business or Finance or its equivalent. A Certified Public Accountant (CPA) certificate is preferred. Other requirements include over seven (7) years of related experience, preferably in the public sector. Strong and innovative leadership, administrative, financial, budgeting, operational and employee relations skills are essential. Experience with TIF and SSA's is highly desirable. Salary is commensurate with experience.

The City of Naperville, Illinois is a dynamic community of 140,000 residents, conveniently located 28 miles west of Chicago. *Money*

Magazine recently named Naperville as the second best city in the United States in which to live. We have gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate and vibrant downtown area. Our municipal government employs over 1,000 dedicated individuals in a wide range of job categories.

For more information, and to apply, please see our website at www.naperville.il.us. The City of Naperville is an Equal Opportunity Employer.

Village of Lake Zurich Assistant Finance Director

The Village of Lake Zurich is seeking qualified candidates for the position of Assistant Finance Director. Responsibilities include assisting in the budget process, coordination of the annual audit, managing revenues and expenditures, performing financial forecasting, maintenance of accurate and complete financial records, planning and evaluating the work of assigned staff, and assisting the Finance Director with other projects.

Candidates should have a minimum of 5 years of finance/accounting experience preferably in a municipal environment, a BS in accounting, business administration, or related field, and excellent communication and computer skills. Familiarity with GAAP as promulgated by GASB is preferred. A Master's degree and supervisory experience is a plus.

Salary based on qualifications with an excellent benefits package.

Qualified individuals should submit a cover letter & resume by January 9, 2009, to: Village of Lake Zurich, Human Resources, 70 E. Main Street, Lake Zurich, IL 60047, email pankiw@volz.org, or fax 847-540-1767.

The Village of Lake Zurich is an Equal Opportunity Employer

Village of Hinsdale Assistant Village Manager/Director of Finance

The Village of Hinsdale is currently accepting applications for the position of Assistant Village Manager/Director of Finance.

Position Purpose

This position oversees the activities and operations of the Finance/Administration Department for the Village of Hinsdale including finance, information technology, public information and human resources. The Assistant Village Manager/Director of Finance reports directly to the Village Manager and supervises the Assistant Finance Director, MIS Administrator/Communications Coordinator and Administration Manager.

Essential Functions

- The incumbent supervises the functional areas of finance, information technology, public information and human resources.
- Assists the Village Manager in the preparation of the annual budget including forecasting revenues, preparing the tax levy ordinance and monitoring budget performance.
- Provides professional advice regarding finance and administration activities to the Village Board, Committees, Commissions, other Village staff and other organizations. Prepares staff reports and other correspondence for the Village Board, Committees, Commissions consideration, information and/or action.
- Attends Village Board, Committee and Commission meetings as assigned. Makes presentations on finance and administration issues.

Position Requirements

The position requires a minimum of seven to ten years increasingly responsible experience. A Bachelor's degree in finance, accounting or related field is required. Previous supervisory experience is also required. CPA designation and/or MPA/MBA preferred.

Additionally, the successful candidate will have strong communication, customer service and management skills. The successful candidate will be able to provide effective supervision to subordinate personnel and will be able to communicate effectively with co-workers, supervisors, elected officials and the public. Excellent verbal, written, presentation and interpersonal skills are required including the ability to deal with adverse situations occasionally.

Public Contact

The incumbent has regular and consistent contact with other Village employees, elected and appointed officials, other government entities and the public. Presentations to the elected and appointed officials are developed and delivered regularly by the incumbent.

To Apply

A position profile and job description are available at www.villageofhinsdale.org/jobs. The hiring range for the position is \$93,377 to \$130,000 with a salary range up to \$138,558 plus an excellent benefit package. Cover letters and resumes are due by January 23, 2009 to:

Sandy Mikel
Administration Manager
Village of Hinsdale
19 E. Chicago Av
Hinsdale, IL 60521
E-mail: smikel@villageofhinsdale.org
Fax: 630-789-7015

Village of Wheeling, Business Development Coordinator

Village of Wheeling, IL seeks qualified applicants for the position of Business Development Coordinator to provide administrative and research support to the Director for the maintenance and promotion of Tax Increment Financing Districts.

Develops marketing programs, provides business support and site information to business prospects/developers and assists businesses in efforts to locate, expand or maintain operations in community TIF districts. Assists in

implementation of TIF-related policies, programs and procedures.

Requires B.S. degree in communications, marketing or business. Real estate/marketing background desirable plus 2-3 years experience in economic development, real estate, marketing, communications or combination thereof. Minimum 3 years of progressively responsible and varied administrative support experience with excellent communications and public relations skills, and computer experience in word processing and database.

A strong customer/citizen service orientation to the public with the ability to interact positively with the Village Manager, Elected Officials, other staff, developers, private business and the public. Starting salary low to mid \$50K + excellent benefits.

Position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Director of Human Resources, Village of Wheeling, 255 West Dundee Road, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE

**Village of Wheeling
Director of Community Development**

Village of Wheeling (population 38,555), located 7 miles north of O'Hare International Airport, seeks applicants for the position of Director of Community Development to plan, organize, direct and coordinate the activities of 17 full-time employees in 3 divisions, Building, Health, and Planning, with a \$2.5 million operating budget.

The Director of Community Development directs all planning and building functions, code enforcement, and zoning administration; develops the long and short-term comprehensive needs of the Village; provides technical support for development plans and projects; and coordinates and communicates the activities of the Plan Commission. Administrative functions also include annual budget preparation, control of expenditures, special project work, and personnel administration and training.

A strong customer/citizen service orientation to the public is a must with the ability to interact positively with the Village Manager, Elected Officials and other staff. Requires bachelor's degree in planning, engineering, public administration or related field plus 5-7 years experience (including supervisory) with heavy exposure to planning and development functions, or an equivalent combination of related experience and education. Master's Degree in Public Administration desirable. Salary DOQ + excellent benefits.

Position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter summarizing qualifications by mail to Director of Human Resources, Village of Wheeling, 255 West Dundee Road, Wheeling, IL 60090, via email to HR@wheeling.gov, or via fax at (847) 459-4008. EOE

**City of Jefferson, WI, Public Works
Director/City Engineer**

The city of Jefferson (pop 7700) is a county seat community, located midway between Madison and Milwaukee, seeks an experienced public works professional for the position of Public Works Director/City Engineer. This position reports directly to the City Administrator and is responsible for the administration and oversight of capital construction, engineering, urban renewal, roadway maintenance, storm water system and public facility maintenance. Salary \$61,266 to \$82,037 plus benefits, DOQ.

Require a minimum of 6 years of progressively responsible experience in public works engineering with construction and supervision duties. A comparable amount of training and experience may be substituted for the minimum qualifications. The chosen candidate must possess, or be able to obtain within six months of employment, a valid Wisconsin certification as a professional engineer. Visit community web site at www.jeffersonwis.com/.

Send cover letter, 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 January 15, 2009. Applicant names subject to public release by state law unless confidentiality requested. Confidentiality cannot be guaranteed for finalists.

**Village of Bensenville
Utility Supervisor**

The Village of Bensenville, IL (pop 20,700) is accepting applications for the position of Utilities Supervisor. Qualifications include a minimum of 8-10 years experience in Water Distribution and Wastewater Treatment and Collection plus 5 years in a supervisory capacity. The preferred candidate will have a Bachelor Degree in Environmental Science, Civil Engineering, Business, Public Administration, or related field and a Class "C" Water License or the ability to obtain one within 6 months of employment, licensure in wastewater treatment a plus. The Village will consider any combination of training and experience applicable to this position.

Principle duties of this position include managing, planning and coordinating the operations of the Water Distribution Division and oversight of the contracted wastewater treatment division. Oversees and supervises the production of potable water; tests water and systems to ensure compliance with Illinois Environmental Protection Agency (IEPA) standards; oversees preparation of required reports and statistics; researches and recommends improvements to the water production process and equipment; anticipates and provides for production, transmission, storage facilities and capabilities to meet strategic needs. Assists with development of the budget for water and wastewater operations, maintenance, and improvements; implements the budget monitoring operating and capital expenditures; assists with the preparation of bid information for contractual procurements; assists in developing policies and procedures; coordinates and responds to questions and

problems concerning the water and wastewater system.

Applicants must possess or have the ability to obtain a Class B Illinois CDL within six months of the date of hire. The salary for this position is \$54,877 - \$82,315. Applicants must pass a background investigation and drug test. The Village of Bensenville offers a highly competitive benefit package. For further information, contact Paul Quinn, Assistant Village Manager at 630-350-3431 or email at pquinn@bensenville.il.us. Qualified applicants can obtain and/or submit an application and resume at Village of Bensenville, 12 S. Center St, Bensenville, IL 60106. Position is open until filled. The Village of Bensenville is an Equal Employment Opportunity Employer

IMPORTANT UPCOMING EVENTS:

January 12, 2009

CMAA Presents: Transit-Oriented Development
ComEd Commercial Center
Oak Brook, IL

January 15, 2009

Metro Managers Luncheon
Oak Brook Bath & Tennis Club

January 30, 2009

Illinois Financial Forecast Forum: Private Sector
Views that will Impact the Public Sector
NIU Naperville

January 31, 2009

SWICMA Annual Winter Dinner

February 25- 27, 2009

ILCMA Winter Conference
Moline, IL

March 13, 2009

E-Government Workshop
University of Illinois, Chicago

March 19, 2009

Metro Managers Meeting
Location: TBA

April 1 - 2, 2009

IAMMA Conference
Oak Brook, IL

April 2 - 3, 2009

ICMA Midwest Regional Meeting
Oak Brook, IL

June 10 - 12, 2009

ILCMA Summer Conference
Eagle Ridge Inn & Resort
Galena, IL