



Job Mart

City/County Management in Illinois

Job Supplement

January 2010

Village of Itasca Village Administrator

The Village of Itasca, Illinois is an attractive, vibrant community located 24 miles northwest of downtown Chicago and 6 miles west of O'Hare International Airport. With a resident population of just under 10,000 and a daytime population of 50,000, the Village offers an ideal balance of residential, commercial, industrial and open space. In 2009 Itasca was named as "The Best Affordable Suburb in Illinois" by Business Week Magazine. The Village also received the prestigious designation of an International Safe Community, from the World Health Organization and The National Safety Council. Only 5 municipalities in the United States carry this designation. Itasca is also proud of its award winning School District and a Park District which has recently been recognized as a Gold Medal Award winner from the National Recreation and Park Association. Itasca's motto "Committed to Our Future, Inspired by Our Past", clearly illustrates small town charm and a progressive community which is a vital part of a major metropolitan center. The Village is recognized as a very desirable place to live and work.

With an annual operating budget of \$31 million, the Village government operates a full-time police department, community development department, public works department, a waste water treatment facility and a business office. Department heads report to the Village Administrator, who serves as the Chief Administrative Officer of the Village. The Village Administrator reports directly to the Mayor, who presides over a six member elected Village Board. The Mayor and Village Board are currently conducting a search for a professional Village Administrator to replace the retiring current Village Administrator. The successful candidate will be responsible for the day-to-day operations of the Village. He or she will work with the Mayor and Village Board collaboratively to set policy, address personnel issues, develop budgets, promote economic development, work with residents and businesses and address problems as

they occur. He or she must be capable of guiding and working well with a group of professional and talented department heads and help set and follow a vision for the future. He or she must also work well with other municipal, county, state and federal government agencies, in a collaborative and leadership role.

A bachelor's degree in government, public administration or a related field is required. A master's degree is preferred. A minimum of 5 years municipal management or related work experience is required. Salary and benefits are competitive with municipalities of similar size and will also be based upon qualifications and compatibility.

A letter of interest and comprehensive resume, including background, education, work history and salary history must be forwarded to the Village no later than Monday, February 22, 2010. The requested information should be sent **by mail, not email** to:

David C. Williams
Village Administrator
Village of Itasca
550 W. Irving Park Road
Itasca, IL. 60143

For general questions and other inquiries you may contact the Village of Itasca at:
630-773-0835 Clerk's Office
630-773-5575 Village Administrator
administrator@itasca.com
www.itasca.com

DeKalb Sanitary District District Manager

DeKalb Sanitary District, DeKalb, Illinois, (pop. 42,579) Sanitary District located in unique university community with urban and rural roots within one hour of Chicago seeks progressive wastewater utilities manager to lead an independent Sanitary District providing wastewater treatment services (6.0 avg. MGD) to

the City of DeKalb. Ability to become a Class I Operator within a reasonable length of time after appointment is desirable. Requires Bachelor's Degree with a minimum of 7-10 years of experience, 5 years of which must be at a management level. Strong organizational leadership, financial management, long-range planning, motivational and administrative skills required. Open, accessible management style with excellent communication skills is essential. The Sanitary District has 17 employees with an operating budget of \$5.5 million. Appointed by District Board of Trustees. Salary is \$101,000 +/- DOQ, with excellent benefits. Additional position information is available at www.VoorheesAssociates.com. Candidates should submit their resume and cover letter along with contact information for five work-related references by January 29, 2010 to Gregory F. Ford, Vice-President, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. TEL: 847/580-4246; FAX 866/401-3100; Email: resume@voorheesassociates.com.

**United City of Yorkville
Community Development Director**

The United City of Yorkville, located 50 miles southwest of the city of Chicago, and the county seat of Kendall County, Ill. is positioned to resume strong residential and commercial development. The city is currently seeking an experienced, professional individual to direct its Community Development Department. The Community Development Director will manage all aspects of the department and will be responsible for the supervision of an administrative assistant, a GIS coordinator, a park designer, and the city's Department of Building, Safety and Zoning. This position reports directly to the City Administrator. The City seeks candidates experienced in negotiating annexation and development agreements, downtown redevelopment, green design, TIF districts and managing growth in a rapid growth environment. Candidates must have 8 years of progressively responsible experience in managing a municipal Community Development department, or related experience. Candidates must be strongly skilled in negotiations, policy analysis, public presentations, interpersonal communications and have comprehensive knowledge of the principles and practices of planning, zoning, and related fields as applied to municipalities. Bachelor's Degree in Urban

Planning or related field is required and Master's Degree in Urban Planning or a related field and AICP certification is strongly preferred. Salary range is \$73,800 to \$98,084, with starting salary depending on qualifications and experience. Residency is not required. Qualified candidates can download an application form by going to the city's Web site at http://www.yorkville.il.us/depts_employment.php. Submit completed application forms, a cover letter, and resume to Susan Mika, Human Resources, 800 Game Farm Yorkville, Yorkville, IL 60560 or via e-mail to smika@yorkville.il.us. All applications must be submitted by 4 p.m., Friday, January 15.

**Lake County
Research Analyst (Budget), Finance &
Administrative Services**

HOURS
8:30 AM – 5:00 PM

DESCRIPTION OF DUTIES
Under general supervision, performs work of considerable difficulty in research and management analysis related to the county budget. This is professional research and management analysis work at the experienced level, conducting studies to improve the efficiency and effectiveness of managerial policies, practices, methods, procedures and organizational structures. Assists in the preparation of the annual budget, capital improvement program and budget, along with any pertinent or requested financial planning data. Assists with managing the process and conducting organizational performance measurement analysis of County departments. Compiles data for statistical studies and trend analysis related to performance management. Employees work under general supervision with responsibility for independently carrying out assigned studies of varied difficulty and complexity or working as a member of a management team on large complex studies.

SPECIAL SKILLS OR QUALIFICATIONS
REQUIRED
Considerable knowledge of the principles and practices of public administration. Considerable knowledge of public finance and budget procedures. Good knowledge of the laws, ordinances and regulations effecting County government. Good knowledge of the structure, services and positions of County government and performance measurement standards. Good knowledge of statistical theory and techniques,

their limitations and application. Working knowledge of organizational performance measurement systems and trend analysis. Working knowledge of grants administration. Ability to plan and organize complex research studies. Ability to meet successfully with department heads, community interest groups, County Board members and the general public. Ability to present clear and concise verbal written communications. Computer skills with spreadsheets and databases.

SUGGESTED TRAINING AND EXPERIENCE

Completion of a baccalaureate degree program from a college or university or recognized standing with course work in public or business administration. Graduate degree preferred. One year experience in budget preparation, analysis and administration, including conducting management or related research studies. Experience with comprehensive performance management system that identifies opportunities to improve & communicate organizational performance, preferably in local government.

TO APPLY

Please submit application to Human Resources, 18 North County Street, 7th Floor, Waukegan, Illinois 60085. For information contact: (847) 377-2700. Applications are available at <http://www.lakecountyil.gov/HR/careercenter/JobApplication.htm>. Cover letters, resumes and salary history can also be sent. Reasonable accommodations will be made for individuals with disabilities. Due to the expected volume of applications, we hope you will understand that we will respond only to those who will be interviewed.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

City of Carver, MN City Administrator

The City of Carver, MN (population 3,050) located in eastern Carver County and within the Twin Cities Metropolitan Area has an opening for a City Administrator.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration, Business Administration or related field. At least three (3) years experience in Public

Administration. Must have a valid Minnesota Driver's licenses. Must comply with organizational policies.

PREFERRED QUALIFICATIONS:

Master's degree in Public Administration or closely related field. Five (5) years experience working in the public sector with two (2) years of such experience as a city administrator in a small city or as an assistant administrator in a large city.

STARTING SALARY: DOQ. Excellent benefits including: Paid Time Off (PTO), retirement, paid employee health and life insurance, and other optional benefits.

APPLICATION SUBMITTAL: Deadline for applications will be February 16th, 2010.

For a copy of the application to be mailed, please contact the Carver City Hall. Information is also available by accessing the Carver website for application materials.

City of Carver
P.O. Box 147
316 Broadway
Carver, MN 55315
Phone: (952) 448-5353
www.cityofcarver.com
<<http://www.cityofcarver.com/>>

Submittal of applications and inquiries regarding the position should be directed to:
Cindy Nash, AICP
Collaborative Planning, LLC
PO Box 251
Medina, MN 55340
763-473-0569 (phone)
763-473-0659 (fax)
cnash@collaborative-planning.com

City of Chippewa Falls, WI City Administrator

Chippewa Falls, WI (13,515) *City Administrator*. Salary and benefits DOQ. \$12M operating budget; 130 employees. Historic, full-service, Main Street community in growing Chippewa Valley region of western Wisconsin with excellent schools/parks & balanced industrial, commercial, and residential development. Require administrative experience in local government; degree in public administration/related field, prefer MPA; expertise

in budgeting, finance, human resources, economic development, intergovernmental relations, and general municipal operations; personal computer and strong interpersonal skills; and commitment to team management & citizen participation/service. Visit community website at www.chippewafalls-wi.gov. Resume, salary history, & professional references to Mayor, City of Chippewa Falls, 30 W. Central Street, Chippewa Falls, WI 54729 or ghoffman70@aol.com by January 4, 2010. Applicants may request confidentiality but confidentiality cannot be guaranteed for finalists.

**City of Evanston
Director of Public Works**

Evanston, IL (75,000) Dynamic lakefront community immediately north of Chicago seeks experienced, proven, progressive candidates to lead its Public Works Department comprised of 196 FTEs and responsible for a budget in excess of \$100 million which includes: operating, capital and enterprise funds. Evanston is home to Northwestern University and is an ethnically, racially and economically diverse community located along Chicago's north shore of Lake Michigan. A City with a diversified tax base, a vibrant downtown, strong neighborhoods, thriving commercial districts, and beautiful tree lined streets. Position is appointed by the City Manager. Current City Manager appointed in June 2009. Qualified individuals will be expected to have a strong background in strategic planning, organizing and directing the administrative, management and operational functions of an urban public works department comprised of the following divisions: Transportation (including a large public parking operation), Water and Sewer, Streets and Sanitation, Facilities Management and Fleet Services. Candidates must have five to ten years increasingly responsible experience in an upper management position in a community of comparable size and complexity. Requires bachelor's degree in engineering, public administration or related field. Master's Degree or P.E. preferred. Candidates should possess strong skills and/or experience in effective service delivery, creative problem solving, and public presentations in a team-management orientation. Excellent interpersonal/communication skills essential. Additional information regarding the position can be found at the Consultant's website: www.voorheesassociates.com. Starting salary \$140,000 +/-, depending on qualifications and

experience. Residency not required. Open until filled. Inquire/apply in confidence, to the City's Executive Search Consultant: Heidi Voorhees, President, Voorhees Associates, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. TEL: 847/580-4246; FAX: 866/401-3100; Email: resume@VoorheesAssociates.com.

**Douglas County, WI
County Administrator**

DOUGLAS COUNTY, WI (43,287) seeks experienced public administration professional with significant and progressive experience in local government administration to serve as Administrator of 296 FTE employees, \$50 million budget, and 24 departments, for progressive, yet conservative, county government organization. Appointed by a 28-member Board of Supervisors who are elected to two-year terms. County Board has extensive committee structure. This position is under the general supervision of the County Board and its Administrative Committee. Bachelor's degree from an accredited college/university in public administration, business administration, finance or a related field of study with a minimum of three years of relevant experience in governmental administration. An equivalent combination of education and experience may be accepted. Master's degree, local government experience and experience in advising and assisting governing boards highly preferred. Significant general administrative experience, with emphasis in financial and budget administration, long-range planning, project coordination, and personnel/labor relations in a unionized environment required. Leadership, strong communication and interpersonal skills required. Salary \$80,000-\$110,000 depending upon experience and qualifications. Douglas County residency required within six months and maintain permanent residence throughout employment. Formal cover letter, resume and application are to be sent to the attention of: Linda Corbin, Human Resources Department, Government Center, Suite 301, 1316 N. 14th Street; Superior, WI 54880. Inquiries directed to 715-395-1429; e-mail: linda.corbin@douglascountywi.org Applications and a complete recruitment profile are available on our website at: www.douglascountywi.org
Application deadline: January 29, 2010. EOE.

**City of El Paso
City Administrator**

El Paso (Population 2800) is a progressive community on I-39 in central Illinois near the Bloomington and Peoria metro areas. Mayor and six-member council elected on a non-partisan basis. \$4.5M total budget; 15 FT, 6 PT employees. Salary \$60K to \$75K plus benefits, DOQ. Four Administrators since 1977.

Bachelor's, prefer master's in public administration/related and two years progressive municipal administration experience. Desire a strong background in downtown redevelopment, planning, grant writing and budget/financial management. Must have high integrity with open and positive leadership skills encompassing strong consensus building with elected officials and a commitment to public service. Visit community website at www.elpasoil.org. Residency required.

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, 2010.

IMPORTANT UPCOMING EVENTS:

January 21, 2010

Metro Manager Luncheon
Topic: A Behind the Scenes Look at Springfield and the Role of Lobbyists
Location: Deerfield

January 29, 2010

ILCMA/IGFOA/CGS Financial Forecast Forum
Location: NIU Naperville

February 4, 2010

ILCMA/Alliance for Innovation Webinar
Topic: Employee Morale in the Face of Economic Turmoil

February 24- 26, 2010

ILCMA Winter Conference
Location: Normal, IL

March 10, 2010

IAMMA Professional Development
Topic: Public Works 101
Location: Oak Brook Village Hall

March 18, 2010

Metro Manager Luncheon
Topic: Municipal Economic Development in the New Economy
Location: Harry Caray's, Lombard

April 1, 2010

ILCMA/Alliance for Innovation Webinar
Topic: TBA – please send your suggestions

April 8 – 9, 2010

ICMA Midwest Regional Meeting
Location: Oak Brook, IL

April 15, 2010

ILCMA Professional Development Workshop
Topic: Intergenerational Communication
Location: Harry Caray's, Lombard

April 15, 2010

Metro Manager Luncheon
Topic: External Use of Technology to Communicate with Residents
Location: Harry Caray's, Lombard

April 29 & 30, 2010

Downstate City/County Management Association/SWICMA Joint Spring Meeting
Topic: Worker's Compensation – Getting a Handle on Costs
Location: Olney, IL

May 12, 2010

ILCMA Professional Development
Topic: Worker's Compensation – Getting a Handle on Costs
Location: Harry Caray's, Lombard

May 12, 2010

IAMMA Awards Luncheon
Location: Harry Caray's, Lombard
For complete information please visit the

May 18, 2010

UIC/ILCMA Workshop
E-Government
Location: TBA

June 9 – 11, 2010

ILCMA Summer Conference
Location: Eagle Ridge, Galena, IL

ILCMA calendar at
<http://www.ilcma.org/CurrentEvents.aspx>