



Job Mart

City/County Management in Illinois

Job Supplement

January 2011

City of Evanston, Human Resource Specialist

The City of Evanston (75,000) is looking for qualified candidates for the Human Resources Specialist position.

NATURE OF WORK:

Performs professional human resources duties in the provision of services to City departments and employees in the areas of employee relations, training needs identification and program development, recruitment and selection, employee benefits, labor relations and related fields. Provides assistance in identifying, evaluating and resolving human resources and work performance problems to facilitate communications and improve employee skills and work performance. Carries out policies and programs relating to all phases of personnel activity in accordance with the mission and duties of the Division of Human Resources and the Civil Service Commission.

MINIMUM REQUIREMENTS OF WORK:

Bachelor's degree in human resources, industrial relations, psychology, public administration, communications or related field. At least three years of experience in human resources management; or any combination of training and experience that provides the necessary knowledge, abilities and high-level skills.

To apply for this position or for more information, please go to www.cityofevanston.org on or before the closing date.

City of Morrison, City Administrator

The City of Morrison, IL (Population 4,447), an historic, progressive county seat with a strong tradition of excellence in education, athletics, and fine arts seeks experienced candidates to serve as its next City Administrator. Home to Morrison Community Hospital, Morrison Sports Complex and Morrison Institute of Technology, the City has a charming historic district and a light business/industrial park. Located in Whiteside County 45 miles northeast of the Quad Cities and

120 miles west of Chicago, close to the Mississippi River and adjacent to Morrison Rockwood State Park, Morrison is a stable community with a gradually increasing population. The City has a budget of \$3.7 million, 23 employees and has only had 4 City Administrators in the past 25 years.

A Master's degree in Public Administration and 3 or more years of experience is preferred. The candidate must demonstrate expertise in municipal operations and budgeting. Success in grant procurement and knowledge of economic development is desired. A working knowledge of facilities and infrastructure with the ability to oversee projects and day-to-day operations is important.

The candidate must demonstrate administrative leadership using good oral, written and listening skills to carry out acts and directives of the Mayor and Council. In addition, the individual must be able to relate to and develop a good working relationship with staff, city departments, unions, other communities, local organizations, schools, and local, state, and federal government agencies. It is expected that the City Administrator will live in Morrison and be active and involved in the community, presenting a positive and clear image of the City. The starting salary range is \$72,000 - \$82,000.

Send resume, cover letter and contact information for 5 professional references by Monday, February 14, 2011, to the City Clerk at 200 W Main Street, Morrison, IL 61270 or email cityclerk@morrisonil.org Telephone 815/772-7657 Fax 815/772-4291.

City of Fairview Heights, Director of Land Use, Planning and Development

The City of Fairview Heights is currently accepting applications for Director of Land Use, Planning & Development. For more information view the full posting at

<http://www.cofh.org>.

All applications must be returned to the City Clerk's Office, 10025 Bunkum Road, Fairview Heights, IL 62208 by 5:00 p.m., Monday, January 31, 2011. EOE/ADA

**Village of Lincolnwood, Community Center
Program Supervisor**

The Village is seeking a highly responsible and energetic individual to assist the Parks and Recreation Department with the planning, implementation, and evaluation of programming in a variety of areas and Community Center management. This position is responsible for managing the Community Center including the daily office operations, supervising part-time staff, and maintenance at the facility. The Community Center Program Supervisor will assist with special events such as the Winter Carnival, Camp MacLean, Turkey Trot, Daddy Daughter Dance, and Halloween Party as assigned. This position is responsible for answering questions from the public and administrative duties in the Community Center. This position serves under the direction of the Superintendent of Recreation. Excellent oral/written communication skills are required. For a detailed explanation of this position refer to the attached Job Description.

The candidate's education and experience shall include a Bachelor's Degree in Recreation and one to three years of related experience. Certified Parks and Recreation Professional Certification and experience working for a Village, Parks and Recreation Department, or Park District is preferred. The successful candidate will possess the following characteristics and abilities: ability to deal with the public tactfully and courteously; ability to troubleshoot, problem solve and use good judgment; and ability to use a variety of computer programs such as Microsoft Word, Excel, Publisher, RecTrac, E-Gov, and Laserfiche. Training will be provided on these programs.

The starting salary for this position is \$47,724.25. This position is classified as a full-time, exempt, non-union position. All applicants must be able to work 9:00 a.m. to 5:00 p.m., Monday through Friday and during seasonal special programs/events before and after normal business hours on a limited basis.

Comprehensive benefits package includes medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, 457 Deferred Compensation Retirement Plan, paid sick, vacation, and holiday time, Flex 125 plan, Worker's Compensation Insurance, and more.

To apply, send resume and cover letter to Michael Marzal, Assistant to the Village Administrator, at 6900 North Lincoln Avenue Lincolnwood, IL 60712 or mmarzal@lwd.org by Friday, January 7, 2011 at 4:00 PM.

Hanover Township, Management Analyst

Hanover Township seeks Management Analyst. Candidates should have a bachelor's degree in public administration, or related field (Master's Degree in related field preferred). Candidates should have two years related work experience (inclusive of internship experience) or an equivalent combination of education and experience. Candidates must have a working knowledge of, or willingness to learn, grant research, writing, administration, and Microsoft Office Products. This position is full time with benefits, \$40,000-\$43,000 annually. Interested candidates should email their résumés to Katie Starkey, Assistant to the Administrator, at kstarkey@hanover-township.org by January 7, 2011.

**Greater Livingston County Economic
Development Council, Pontiac, IL, Economic
Development Specialist**

This position offers the opportunity to provide meaningful economic development services to small and rural communities in north central Illinois. The position will work on a variety of projects including a wide range of business and economic development tasks, as well as community development initiatives. The Specialist will lead the Entrepreneurial Services Program and coordinate the Business Retention Program. Position will also be responsible for website maintenance and editing quarterly newsletter.

Bachelors Degree in Business, Political Science, Marketing, or related field is required. Masters Degree in Public Administration, Business, Marketing, or related field preferred. Clerical experience inclusive of typing, word processing, and data base entry required. Knowledge of

maintaining websites and marketing practices preferred. Extensive experience in economic development may substitute for some of the education requirements.

Salary range is \$30,000 - \$40,000 DOQ. Please forward resume and a letter of interest detailing what you will bring to the GLCEDC if hired to Larry Vaupel, CEO, GLCEDC, PO Box 528, Pontiac, IL 61764 or via email at larry@glcedc.org. For more information about the GLCEDC and a detailed job description, visit our website at www.glcedc.org. Deadline is January 31, 2011.

City of Rochelle, City Manager

The City of Rochelle, Illinois is seeking a qualified City Manager to lead our progressive, growing community. Rochelle is the Midwestern home to approximately 10,000 residents where quality of life is a primary concern. Major development opportunities exist within the City of Rochelle with the recent construction of the Rochelle Business & Technology Park and our “world class” Technology Center, the retail/commercial development in progress in the Northeast quadrant, and the significant industrial development and associated infrastructure in the Southwest quadrant of our community.

Proudly offering Advanced Communication Services (including city-owned broadband), water and wastewater services with significant growth capacity, and locally provided electricity, giving business and industry a strategic advantage, Rochelle Municipal Utilities gives Rochelle its self-sustaining competitive advantage. In addition to offering full utilities services, Rochelle provides full public safety and public works services as well as a strong history of innovative economic and community development activities. Interested candidates are encouraged to learn more about the City of Rochelle at www.cityofrochelle.net.

Under the direction of the City Council, our City Manager is accountable for all City functions and activities; provides policy guidance and coordinates the activities of department heads and

staff support; fosters cooperative working relationships with civic groups, inter-governmental agencies and City staff. Effectively leads 120 full-time employees and manages an annual budget of \$ 58 million for FY 10-11. Compensation is \$120k+ DOQ.

Candidates must possess:

- Bachelor’s degree in business, finance, accounting, or public administration. Master’s degree preferred.
- Minimum 10 years of executive level management experience.
- A strong understanding of the issues facing governmental entities and the vision to propel a municipal utility to its apex through comprehensive strategic planning (short, mid, and long-range).
- Demonstrated leadership/management skills and integrity.
- Must be able to build and maintain relationships with business/industrial/civic entities.
- Excellent oral and written communication skills to relate effectively to employees, Council members, customers, and citizens.

Preference will be given to candidates with:

- Work experience in governmental relations.
- Extensive (10+ years) high-level experience in management, finance, contract negotiations.
- An entrepreneurial work history.

Please submit a resume, complete with salary history and professional references, in care of Human Resources, City of Rochelle, 420 N. 6th ST, Rochelle, IL 61068 or via e-mail to lfischer@rochelle.net.

City of Elmhurst, City Manager

Elmhurst, IL (43,300) Historic, full service city located 17 miles west of Chicago in eastern DuPage County seeks experienced, progressive

candidates to serve as its next City Manager. Home to Elmhurst College, York High School, and Elmhurst Hospital, the city is a charming blend of neighborhoods, a thriving downtown business district, and several commercial areas including a business/light industrial park. The City has a total budget of \$100 million and 260 full time and 69 part time employees (exclusive of the Library). The City Manager is appointed by the Mayor and fourteen aldermen. Elmhurst has had one City Manager since 1990 who is retiring after serving as City Manager for 27 years. Candidates will be expected to have a strong background in municipal operations, particularly economic development, redevelopment, and financial management. Candidates must have ten years increasingly responsible executive experience in a community or organization of comparable size and complexity. Position requires bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree, credentialed manager strongly desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff and a proven record in effective service delivery and creative problem solving. Starting salary range is \$175,000+/-, depending on qualifications and experience. Excellent benefits package. Residency is strongly desired within a reasonable time period. Send resume, cover letter, and contact information for five professional references by January 3, 2011 to Heidi Voorhees, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL 60015 or email: resume@VoorheesAssociates.com. Tel: 847-580-4246; Fax: 866-401-3100.

City of Crystal Lake, Administrative Analyst for Police

The City of Crystal Lake, Illinois has an immediate opening for an Administrative Analyst for the Police Department. We seek a strong professional who can provide analytical assistance to the Department's leadership team and to fulfill the challenging duties of an Administrative Analyst. Responsibilities include, but are not limited to, assisting the Chief and Deputy Chief with special projects, performing management

analysis and conducting research, responding to public inquiries and serving as a liaison to other departments. This position will report directly to the Deputy Police Chief. Qualified candidates must have exemplary verbal/written communication skills and be able to coordinate projects from inception to completion. Requirements: Bachelor's degree from an accredited college or university with major coursework in public or business administration, political science or a related field. Master's degree in public or business administration preferred.

Solid understanding of computers used for technical and project management applications is required. The salary range is from \$52,129 and \$74,023 annually subject to qualifications and experience, with excellent benefits. Visit www.Crystallake.org to learn more about Crystal Lake and download an application. Please submit letter of interest, resume, salary history, a professional writing sample, three professional references, and completed application to: City of Crystal Lake, Human Resources Department: AAPD, 100 Municipal Complex, Crystal Lake, IL 60014. Position open until filled. The City of Crystal Lake is an E.O.E.

Baraboo, WI, Executive Director of the Community Development Authority (CDA)

Baraboo, Wisconsin (pop. 11,755) Progressive, mature community located in Sauk County on the Baraboo River, just 40 miles northwest of Madison, 10 miles south of Wisconsin Dells, and adjacent to Devil's Lake State Park, seeks an experienced Executive Director to manage economic development and the daily operations of 61 units of Section 8 New Construction and 50 units of Public Housing, administer a \$1.5M CDBG Housing Rehabilitation Revolving Loan Fund and administer \$660K in Economic Development Revolving Loan Funds. The Executive Director participates in economic development activities of the community by working with new industry, developers, staff, loan applicants, the CDA Board, the Baraboo Economic Development Commission., Sauk County Development Corp., and other bodies. The Director develops and administers 6 annual operating budgets, oversees state and federally funded grant programs, and supervises three employees.

Baraboo is seeking Executive Director candidates who are skilled in project management and management of housing units, general supervision, and public interaction. Ideal candidates should also possess strong leadership and communication skills, experience in economic development, budgeting, personnel management and grant administration. A Bachelor's Degree in the field of public administration, housing, or related field required. Five years of municipal experience preferred. Starting salary \$67,000 to \$72,000 DOQE, plus an excellent benefit package. This is a City employee that is appointed by the CDA Board with concurrence of the City Council. Applicants must complete City application form (available on website: www.cityofbaraboo.com) and submit resume with salary history and five work related references by January 14 to Mark J. Morien, Vice President, Voorhees Associates, LLC, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. TEL: 847-580-4246; FAX: 866-401-3100; E-MAIL: resume@voorheesassociates.com. EOE. Residency within a 30 minute radius required.

IMPORTANT UPCOMING EVENTS:

January 7, 2011

SWICMA Meeting
O'Fallon, IL

January 12, 2011

IAMMA Regional Luncheon
Mundelein, IL

January 19, 2011

IAMMA Regional Luncheon
Oakbrook Terrace, IL

January 26, 2011

IAMMA Regional Luncheon
Tinley Park, IL

January 20, 2011

Metro Luncheon
Lombard, IL

January 21, 2011

IAMMA Social Event
Chicago, IL

January 28, 2011

ILCMA/CGS Financial Forecast Forum
NIU Naperville

February 9, 2011

IAMMA Breakfast
Woodridge, IL

February 10, 2011

ILCMA/Alliance/WCMA Webinar

February 23 – 25, 2011

ILCMA Winter Conference
Rock Island, IL

March 9, 2011

IAMMA Professional Development
Northbrook, IL

March 10, 2011

Metro Luncheon
Tinley Park, IL

March 31 – April 1, 2011

ICMA Midwest Regional Meeting
Novi, MI

April 15, 2011

IAMMA Annual Conference
Rosemont, IL

May 11, 2011

IAMMA Awards Luncheon
Lombard, IL

May 11, 2011

ILCMA Professional Development
Lombard, IL

June 15 – 17, 2011

ILCMA Summer Conference
O'Fallon, IL

For complete details go to the ILCMA calendar at
<http://www.ilcma.org/calendar.aspx>