



Job Mart

City/County Management in Illinois

Job Supplement

January 2012

Village of Lake Zurich, Village Administrator

The Village of Lake Zurich (pop. 19932) is an established residential community in southwestern Lake County, Illinois approximately 37 miles northwest of downtown Chicago. The Village has a \$44 million operating budget and 175 full-time employees. Lake Zurich is a non-home rule community that operates under the Council/Manager form of municipal government. The Village is governed by a Village President and a six-member Board of Trustees elected at-large in non-partisan elections and serve overlapping four-year terms. The Village Administrator is appointed by the Village President and Trustees. Candidates must have seven to ten years experience in municipal administration and management, with a proven track record in community/economic development and tax increment financing. Candidates must exhibit a high level of professionalism, ethics, diplomacy and a commitment to excellence in service delivery. The Position requires a Bachelor's Degree in public administration, business administration, public policy or related field. A Master's Degree (MPA or MBA) or other advanced degree is preferred. Salary: DOQ with excellent benefits. Candidates should apply by January 31, 2012 with resume, cover letter, and contact information for three professional references to: Division of Human Resources, Village of Lake Zurich,

70 E. Main St., Lake Zurich, IL 60047, or e-mail hr@volz.org

Village of Oak Park, Budget and Financial Manager

Performs complex financial work related to the budget and financial functions of the Village. Provides support to other members of the financial team and prepares and maintains records, financial and statistical reports. Reports to the Chief Financial Officer or designee. Requires a Bachelor's Degree in accounting or related field, Master's Degree and/or CPA preferred. Municipal experience is preferred. Salary range - \$61,890 to \$80,574. The Village of Oak Park offers a highly competitive benefit package. For more information, visit www.govtempsusa.com and click on Find an Assignment "Go" – Budget and Financial Manager – Village of Oak Park, IL. Open Until Filled. EOE

Village of Lake Zurich, Finance Director

The Village of Lake Zurich (19,932) is seeking an experienced, professional leader to serve as Finance Director. Lake Zurich is a non-home rule municipality located in southwestern Lake County, Illinois approximately 37 miles northwest of downtown Chicago. Lake Zurich has 175 full-time employees and a \$44 million operating budget. In 2011 the Village received the GFOA Distinguished Budget Award. The Finance Director is a vital member of the Village Management Team

and serves as one of seven Department Directors under the direction of the Village Administrator. The Finance Director is responsible for planning, organizing, directing, and coordinating a comprehensive program of activities designed to maximize the effectiveness and efficiency of the Village's financial programs and operations, which include budget, accounting, payroll, purchasing, internal audit, tax increment financing, and other financial functions. Candidates must be willing to work in a collaborative, team-oriented environment and actively support all departments to achieve desired goals. Position requires a bachelor's degree in Finance or Accounting; Master's degree preferred. CPA and/or CPFO highly desired. Candidates must have a minimum of eight years of increasingly responsible professional fiscal experience in local government and four years supervision/management. Salary \$87,000 - \$134,000, DOQ with benefits. Candidates should apply by February 29, 2012 with resume, cover letter, and contact information for three professional references to: Division of Human Resources, Village of Lake Zurich, 70 E. Main St., Lake Zurich, IL 60047, or e-mail hr@volz.org.

Village of Oswego, Village Administrator

The Village of Oswego (population 30,355) - a thriving home rule community in the far west Chicago suburbs - is seeking a proven, dynamic and visionary leader to serve as its next Village Administrator.

The Village Administrator reports to the Village President and Board of six Trustees. Candidates will be expected to have a strong background in economic development, financial management,

applicable laws and labor relations. Candidates must have a minimum of ten years of increasingly responsible municipal management experience as the Chief Administrative Officer in a community or organization of comparable size and complexity.

Position requires a bachelor's degree preferably in public administration, business administration, public policy or related field. Advanced education in public administration, business administration, management, law or economic development is preferred. Candidates must possess: excellent interpersonal skills; an approachable, collaborative style with the Village President and Board of Trustees, community, neighboring local governments and staff; a thorough knowledge of all applicable state and federal laws; and a proven record in effective service delivery and creative problem solving. Strong customer service orientation, commitment to community involvement, business acumen; and strategic planning experience are essential. The successful candidate will be a person of integrity who leads by example, a visionary and a team player.

Residency is strongly preferred and subject to final negotiation with candidate.

The salary range for this position is \$120,000 +/-, dependent upon education, experience and qualifications. The Village provides a comprehensive and competitive benefit package.

Send resume, cover letter, and contact information for five professional references by January 13, 2012 to Ann Spears: aspears@oswegoil.org; or 100 Parkers Mill Place, Oswego, IL 60543 Electronic

submission preferred. Tel: 630-551-2349.
Equal opportunity employer.

Village of Morton Grove, Village Administrator

MORTON GROVE, IL (23,270) Recently named by Bloomberg Businessweek as a "Best Place in the U.S. to Raise Kids", Morton Grove seeks progressive local government executives as candidates to serve as its next Village Administrator. Home to award winning parks and schools, Morton Grove is a near north suburb of Chicago located 13 miles north of downtown Chicago, 8 miles northeast of O'Hare Airport and 6 miles west of Lake Michigan. The Village has a total budget of \$53 million and 147 full time employees. The Village Administrator is appointed by the Mayor with the advice and consent of the Board of Trustees. There have been three administrators since 1990 with the most recent Administrator serving 6 years in the position. Candidates will be expected to have proven experience managing a broad range of municipal services. In addition, successful candidates will have experience in developing positive working relationships with elected officials, staff and other local and state taxing bodies. A background in economic development, labor relations, and financial management with a strong customer service focus is essential. Position requires seven to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. Demonstrated experience with creative problem solving is critical. A bachelor's degree in public administration, business administration, public policy or related field is required. Master's degree (MPA or MBA) or other advanced degree,

strongly desired. Candidates must possess excellent interpersonal and writing skills, and an approachable, welcoming style with the community and staff. While residency in Morton Grove is not required, the Village Administrator is expected to have strong community involvement. Salary: \$145,000 +/- DOQ with excellent benefits. Candidates should apply by January 27, 2012 with resume, cover letter, and contact information for five professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

City of Salem, City Manager

City of Salem, IL seeks leader with significant experience and knowledge of municipal affairs. Qualifications in management areas of fiscal, personnel, and economic development, including goals-based approaches are helpful. Job description on website: www.salemil.us. Salary \$70,000 – \$90,000 commensurate with qualifications. Full-range benefits. To assume office by March 1, 2012. Submit resume, letter of intent, four references to City Clerk Jane Marshall, 101 S. Broadway, Salem, IL 62881. Ph: 618-548-2222, ext. 20, e-mail: cityclerk@salemil.us. Resumes, letters accepted through December 29, 2011. Candidates are requested to not contact individual council members.

Park District of Oak Park, Executive Director

The Park District of Oak Park (population 53,000) is an independent suburban community located nine miles west of downtown Chicago. It is a fully developed, four-square mile, mature, historically significant, multi-cultural community. A five member elected Park Board governs the

Park District. The Park Board of Commissioners is seeking a highly qualified Executive Director to lead its organization of over 50 full time employees and 300 seasonal and temporary employees. The Park District has a \$13.24 million operating budget and a current capital budget of approximately \$6.5 million. Numerous recreational facilities, including two outdoor pools, an indoor ice rink, the Oak Park Conservatory, Cheney Mansion, Pleasant Home, a gymnastics center, eight recreation centers, an administrative center plus 13 parks totaling 80 acres of parkland. The Executive Director reports to the Board of Commissioners and is responsible for the management and operations of all departments of the District. The Board of Commissioners seeks an Executive Director with a proven track record in the management and operation of a market driven recreation service portfolio. The Executive Director must also possess excellent leadership and strong management and human resources skills, public finance acumen, as well as demonstrated oral and written communication abilities. The ability to work in partnership with the citizens, a dedicated community of volunteers, and other local governments is essential. Experience with managing complex capital projects and utilizing strategic planning is desirable. Successful candidates will possess a bachelor's degree in parks and recreation administration, public or business administration or related field. A Master's degree along with professional certification as a park and recreation professional is highly desirable. Candidates should have a minimum of ten years increasingly responsible management and operations experience. Starting Salary: \$135,000 +/- plus excellent benefits, negotiable dependent on

qualifications and experience. Residency is desirable. Submit résumé, cover letter with salary history and five references to our online application system by February 10, 2012 to Gregory F. Ford or Terrence Porter, Voorhees Associates LLC, www.VoorheesAssociates.com/current-positions. TEL: 847/580-4246; An Equal Opportunity Employer. Visit the Park District website at www.oakparkparks.com.

DuPage Water Commission, Financial Administrator

Financial Administrator for the DuPage Water Commission. Wholesale water distribution system in the DuPage County area seeks proven and experienced Financial Administrator. Position is appointed by the DuPage Water Commission's 13 member Board representing municipal and county districts and must also be approved by the County of DuPage Board. This position will report to the Commission's General Manager.

The agency manages over \$65 million in cash assets and \$380 million in infrastructure. Annual revenues exceed \$100 million with net asset value of over \$323 million. The agency has 36 FT employees serving a current customer base of 25 municipalities, 1 county, and two private entities. Broad and progressive background in financial management and reporting, accounting, budgeting, banking, auditing, debt management, forecasting, labor relations, and human resources required. Minimum of 5 years progressively responsible experience in financial management required. Baccalaureate degree in Accounting, Finance or Business Administration or related field is required. Achievement of a CPA, Graduate Degree, and Municipal Financial Management experience is preferred, but not required. Excellent communication and leadership skills and the

ability to work with a relatively large Board representing a variety of perspectives. Salary range \$80,000 – \$120,000 - dependent upon qualifications and experience. Apply with complete résumé to: The DuPage Water Commission, 600 E Butterfield Rd. Elmhurst, IL 60126, TEL: (630) 834-0100; FAX (630) 834-0120; [email: admin@dpwc.org](mailto:admin@dpwc.org) by Friday, February 10, 2012.

For a full Job Description, please visit our website at dpwc.org

Village of Machesney Park, Community Development Professional

The Village of Machesney Park, a fast growing Northern Illinois community, is seeking an experienced Community Development professional to lead our Development Team.

The successful candidate will provide forward-thinking ideas for continued growth within the community and provide all public relations activities.

Specific duties include: Initiating, developing, and implementing all matters related to economic development within the community, coordinating TIF re-development projects and developer agreement negotiations, and administration of the Revolving Loan Fund program.

Candidates must have a Master's degree in Public Administration or other related field with at least 3 years of progressively responsible experience; or any combination of experience and training providing the necessary skills and knowledge may substitute. This position provides a tremendous opportunity for career advancement and professional growth.

EEOE. Qualified candidate must pass a pre-employment background check. Salary dependent on qualifications.

Applications are due by **January 4, 2012**.

Application information should include:

- 1) Resume
- 2) Application for employment (www.machesney-park.il.us)
- 3) Salary History (required)

Send information to HR Manager, 300 Machesney Road, Machesney Park, IL 61115 or email all items to HRManager@machesneypark.org. No phone calls please.

City of Naperville, Assistant to the City Manager

POSITION CLOSES: When filled

SALARY: \$57,299 - \$65,591, dependent upon qualifications

The City of Naperville is seeking an Assistant to the City Manager to provide complex administrative, technical, and analytical support to the City Manager. This position will develop and execute City legislative priorities and act as a liaison between legislative entities and the City. He/she will be responsible for providing the City Manager's Office with regular reports on the potential impacts of pending legislation, and will work with the City leadership team and elected officials.

The Assistant to the City Manager will develop and execute the City's legislative action plan priorities, working closely with lobbyists, elected officials, and City staff; monitor proposed legislation and regulations for possible impact and effect on the City; and research, analyze, recommend and draft option memos on legislative and regulatory issues which may provide threats or opportunities to the City. This position will coordinate the City Council agenda process

and guide departments in the development and presentation of recommendations to the City Council. Additionally, the Assistant to the City Manager will serve as the CMO representative to internal departments, as well as the City's representative to community groups and individual residents.

To qualify for the position, a Bachelor's degree in Public or Business Administration or a related field is required. A Master's Degree in business administration, public administration, planning or related field is strongly preferred. Three or more years of work in a comparable capacity is required.

The preferred candidate will possess knowledge of municipal government functions and public administration, as well as research techniques. This person must exhibit proven abilities to conduct studies, assemble information and prepare reports, communicate effectively (verbally and in writing), establish/maintain effective working relationships, and to comprehend complex legislative, financial and other management reports.

The City of Naperville, Illinois is a dynamic community of 140,000 residents, conveniently located 28 miles west of Chicago. Our municipal government employs over 950 dedicated individuals in a wide range of job categories. Money Magazine consistently rates Naperville as one of the best cities in the United States in which to live. It's also a great place to work!

APPLY BY WRITING, SPECIFYING POSITION, TO THE CITY OF NAPERVILLE, HUMAN RESOURCES, 400 S. EAGLE STREET, NAPERVILLE, IL 60540, OR E-MAIL TO apply@naperville.il.us. THE CITY OF NAPERVILLE IS AN E. O. E.

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066. Positions are also listed on our Website @ www.naperville.il.us

Village of Shorewood, Community Development Director

The Village of Shorewood, Illinois is currently accepting resumes for the position of Community Development Director. This is a full-time exempt position. Shorewood is a growing suburban community of 15,600 residents in northwestern Will County. The position requires a Bachelor's Degree in public or business administration, public policy, planning or related field. A Master Degree (MPA or MBA) or other advanced degree is preferred. The ideal candidate should also possess a minimum of two years public or private sector experience in community and economic development. Residency is not required. Starting salary: \$84,868 +/- DOQ with excellent benefits. Candidates should apply by January 23rd, 2012 with resume, cover letter and contact information for five professional references to Village of Shorewood, c/o Village Administrator, One Towne Center Blvd, Shorewood, IL 60404. EEOE

Village of Homewood, Assistant Director of Public Works

Homewood, IL (pop. 19,323) The Village of Homewood is seeking an Assistant Director of Public Works. Position oversees 5 divisions, including streets, utilities, landscape & maintenance, fleet maintenance and building maintenance. Key assignments include budget

preparation, risk management, personnel administration, project monitoring, bid preparation, resolving service request and delivery problems, facility maintenance, and assigning personnel, equipment & materials to complete tasks. Minimum Qualifications: Bachelor's degree in public administration, civil engineering or related field; working knowledge of public works operations, labor relations, municipal budgeting as might be acquired through 5 or more years progressively responsible experience in municipal public works; Valid Illinois Commercial Driver's license, Class A with air brake & tanker endorsement; knowledge of federal & state laws affecting public works operations; strong oral & written communication skills; knowledge of and experience in specification writing, preparation of bid documents and contract administration; experience in the development and implementation of work safety policies and procedures. Information on the Village of Homewood is available at www.homesweethomewood.com. Salary range: \$74,353-\$99,673, plus competitive benefits. Email cover letter and resume no later than January 13, 2012 to jmarino@homesweethomewood.com. EOE.

City of Princeton, City Manager

Princeton, IL (pop. 7,500) is located 60 miles east of the Quad Cities and 2 hours west of Chicago. Princeton is located in Bureau County and is the County seat. It is the economic center of the County, with a solid retail & commercial base. The community offers a superior quality of life in which to live, work, and raise a family. The City Manager is appointed by the Mayor and 4 Commissioners elected on a non-partisan basis for 4-year overlapping terms. The City

has a \$19M operating budget (excludes City owned Hospital and Library) with 77 full-time employees. It is a full service community with Electric, Water, Refuse and Wastewater utilities as well as traditional Police, Fire/EMS and Public Works services. Candidates must have 5 plus 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 MBA) or other advanced degree is preferred. Candidates should have demonstrated financial and general management skills, economic development experience, collective bargaining familiarity, outstanding administrative leadership skills and organizational abilities, plus excellent interpersonal skills, an approachable, welcoming style with the community and staff, a proven record in effective service delivery and creative problem solving ability. Residency (within 10 miles) is required – but residency in the City is *strongly preferred*. Starting salary: \$90,000 +/- DOQ with excellent benefits. Candidates should apply by January 13, 2012 with resume, cover letter, and contact information for five professional references to Mark J. Morien at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

METRA, Chief Information Officer

Summary of Duties:

Reporting directly to the Deputy Executive Director, Administration, plans, directs and controls the functions of the Information Technology Division that includes the Systems Development, Computer Operations and End User Computing

Departments. Directs staff and allocates resources to support Information Technology Division's day-to-day operations. Establishes long-range systems implementation plans, hardware, software, and network requirements. Establishes relative priorities for all systems projects using cost/benefit analyses. Works closely with consultants and contractors to maintain relationships, provide oversight and ensures project completion. Manages and participates in special projects with internal departments and external transit and funding agencies. Formulates policies and procedures relating to the use, security, and integrity of computing equipment, systems, networks, and information resources. Prepares budgets, monitors expenses, approves departmental expenditures and performs other administrative duties. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications:

- Must possess a Bachelor's Degree in Computer Science or related discipline.
- Must have significant and demonstrated management experience in an Information Technology environment that includes application development, system administration, network operations, and user support.
- Must have demonstrated ability to evaluate current and emerging technology trends as well as the ability to formulate sound systems recommendations.
- Must have significant experience in developing Information Technology policies and standards.

- Must have experience in acquiring, implementing and supporting large-scale application and infrastructure systems including ERP systems.
- Must have strong and effective oral and written communication skills and organizational skills.
- Must be able to work independently and manage multiple projects on a daily basis.
- Must be able to work in a demanding environment.
- Supervisory experience required.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Village of Carpentersville, Police Chief

The Village of Carpentersville, Illinois, population of 37,690, a full-service community located in northeastern Kane County, Illinois, approximately 30 miles northwest of Chicago Illinois, seeks an experienced police professional to lead its Police Department. The Carpentersville Police Department staff consists of 61 full-time sworn, 1 part-time sworn and 10 full-time non-sworn employees. The Police Department is recognized as being professional and well-trained, with employees dedicated to the community's safety. Carpentersville is a diverse community with a mix of multi- and single-family housing, retail establishments and light industry. A portion of the Spring Hill Mall is within Village limits. The Village is seeking candidates with strong communication, public presentation and leadership skills and a proven record of visibility and community participation. Experience with community partnership efforts such as community/problem-solving policing and successful partnerships with law-enforcement and other governmental agencies are highly desired. The ideal candidate must be an effective leader, capable of gaining the trust and respect of members of the community, department and elected officials; must have a proven

record of responsible fiscal management; and must be committed to training, professional development, customer service and community engagement. Candidates must possess a bachelor's degree in criminal justice, business administration, public administration or a related field and have at least ten years of law enforcement experience in a unionized environment of an equivalent or larger size agency and six years of progressively responsible supervisory and administrative experience in law enforcement, including at least two years in a senior management-level position. A master's degree and/or advanced executive-level training is desired. Appointment is made by the Village Manager.

Starting salary: \$120,000 +/- DOQ. Residency is required within 12 months of date of hire. Submit résumé and cover letter by January 6, 2012, to Linda Mogren, Human Resource Director, Village of Carpentersville, 1200 L.W. Besinger Drive, Carpentersville, Illinois 60110, or Lmogren@vil.carpentersville.il.us. The Village of Carpentersville offers a competitive benefits' package and is an Equal Opportunity Employer.

Algoma, WI, City Administrator/Clerk/ Treasurer

Algoma, WI (Pop. 3400) is a Great Lakes community located 35 miles east of Green Bay. Mayor and eight councilpersons elected on a non-partisan basis. \$5M total operating budget; 21FT/20PT employees. Salary \$60K to \$70K plus benefits, DOQ. Bachelor's degree, prefer master's in public administration/related and three years municipal administration experience; WI Clerk's Certification or ability to obtain.

Desire experience in grant writing, finance & budgeting, economic development/redevelopment, and personnel management; integrity, and a strong work ethic that includes leadership and teambuilding skills and an open and positive communication style. Residency required within one year. Visit community web site at www.algomacity.org/.

Send cover, 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 19, 2012. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

City of Burlington, IA, City Manager

Burlington, IA (25,663) Historic, stand alone community located approx. eighty miles south of the Quad Cities, seeks experienced, progressive candidates to serve as the City Manager. The City Manager reports to the Mayor and four Council Members. City is seeking energetic candidates with successful background of service as a city manager, assistant, or in similar public sector position. MPA in public administration preferred. Starting salary \$117,000 +/- depending upon qualifications and experience with excellent benefits package. Residency required. Candidates should apply by January 10th with resume, cover letter, and contact information for five professional references to Karl Nollenberger at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

IMPORTANT UPCOMING EVENTS:

January 2012

IAMMA Regional Meetings
Locations TBA

January 12, 2012

ILCMA Professional Development Event
Lombard, IL

January 19, 2012

Metro Manager Luncheon
Lombard, IL

January 27, 2012

CGS/ILCMA Financial Forecast Forum
NIU Naperville

January 28, 2012

SWICMA Winter Dinner
O'Fallon, IL

February 22-24, 2012

ILCMA Winter Conference
Champaign, IL

March 15, 2012

Metro Manager Luncheon
Location TBA

March 28, 2012

ICMA 2012 Young Professional Leadership
Institute
Columbus, OH

March 29-30, 2012

ICMA Midwest Regional Summit
Columbus, OH

April 13, 2012

IAMMA Annual Conference
NIU Naperville

For complete information visit the ILCMA
calendar at

<http://www.ilcma.org/CurrentEvents.aspx>