



Job Mart

City/County Management in Illinois

Job Supplement

January 2013

Village of Mount Prospect, Human Resources Generalist

The Human Resources Division of the Village of Mount Prospect has an opening for a Human Resources Generalist. This position reports directly to the Human Resources Director.

This position requires proficiency in Microsoft Office applications, such as Excel (experience using Pivot Tables), Word and Power Point. Experience with HRIS is a must; Logos (New World) database is a plus.

Must possess strong written and verbal communication skills, thorough knowledge of various human resources functions, such as creating, planning, coordination, and the execution of a variety of human resources programs, including but not limited to compensation, benefits, recruitment, salary administration, wellness programs and initiatives, and related projects. Possess solid knowledge of various local, state and federal government regulations. This individual must have the ability to maintain strict confidentiality while possessing the ability to maintain effective working relationships with all personnel (i.e. appointed officials, employees, various government agencies and units, as well as the general public). Solid interpersonal communication skills are a must, as well as a proven track record in managing multiple and changing priorities. Previous

experience handling sensitive employee relations.

This position requires a minimum of a Bachelor's degree in Human Resources or related field, along with a minimum of five (5) years of Human Resources experience. PHR certification a plus. Salary depends on qualifications, including an excellent benefit package. Conditional offer of employment is contingent upon successful completion of psychological evaluation consisting of behavioral assessment, alcohol and drug screen, and background check. Salary \$55,000 to \$58,000 DOQ.

Please send resume along with salary history, references and salary expectations by 5:00 p.m. on January 13, 2013. Village of Mount Prospect, 50 S. Emerson Street, Mount Prospect, IL 60056. Attention: Human Resources, E-mail: hr@mountprospect.org, or you may fax your resume and information to (847) 818-5354. EOE.

Village of Mount Prospect, Public Information Officer

The Village of Mount Prospect has an opening for a Public Information Officer (PIO). This position is critical to the Village's ongoing efforts to effectively communicate with residents and businesses through various methods. This position is responsible for producing and coordinating the distribution of the Quarterly Village Newsletter. The PIO is also responsible for

the development and a wide variety of brochures and articles for general public distribution and promotion materials for various community events. The PIO manages the Village's Internet and Intranet, social media, and serves as staff liaison to several community committees.

A successful incumbent for this position will have a background in English, Journalism or related field and have extensive computer and social media skills. Working knowledge of Adobe software for the publication of the newsletter is required. Excellent verbal and written communication skills are required and general knowledge of municipal government is preferred.

The Village offers an excellent benefit package and competitive hiring wage range \$58,000-\$60,000. Submit resume along with portfolio sample by 5:00 p.m. on January 15, 2013. Village of Mount Prospect, 50 S. Emerson Street, Mount Prospect, IL 60056. Attention: Human Resources, Village Manager's Office, E-mail: HR@mountprospect.org, or you may fax your resume and information to (847) 818-5354. EOE.

Conditional offer of employment is contingent upon successful completion of alcohol and drug screen, and background check.

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**Village of Maywood
Assistant Village Manager**

The Village of Maywood, an inner ring suburb of Chicago (10 miles) situated in the

Eisenhower (I-290) Corridor, with a population of 24,090 (2010 Census) is seeking applications for Assistant Village Manager Highly responsible liaison and staff administrative position to support the Village Manager's office functions. Work includes researching, planning, organizing, coordinating and directing certain action on policies and or projects which have been defined by the Village Manager/ and or Mayor and Village Board. Works under the general supervision of Village Manager.

Position also supervises the Coordinator of Compliance and Coordinator of Enforcement, and indirectly their employees in Community Development Department. Provides direct oversight of the Village's economic development, planning, zoning and code enforcement functions; ensures adequate staff support for the Village's Planning and Zoning Commission, Historic Preservation Commission, and Environmental Commission; acts as the Zoning Official for the Village as prescribed in the Zoning Ordinance and other Village Code provisions; primary contact for new development and rehabilitation projects for the Village; ensures performance of processing of said petitions; and oversees the Village's Community Development Block Grant projects and grant administration.

Candidates must have Master degree in public administration, business, public finance or related degree; a working knowledge of urban planning principles is preferred. Appointee must live within the 15 mile radius of the Village of Maywood within 6 months of appointment. Starting salary is \$85,000.

Candidates can submit letter of interest, list of five references and resume to the attention of William Barlow, Village Manager, 40 West Madison Street, Maywood, IL 60153. Minority candidates are encouraged. Deadline is March 15, 2013.

Village of Romeoville, Assistant Community Development Director

The Village of Romeoville is seeking a full-time Assistant Community Development Director. The Assistant Community Development Director position is a highly skilled and responsible administrative position within the Community Development Department. The position provides guidance and oversight to the planning, foreclosure mitigation, and commercial zoning/code enforcement personnel. The Assistant Director is responsible for coordinating new programs and projects within the department. The Assistant Director is also responsible for various strategic and current planning and community development duties. The Assistant Director reports directly to the Community Development Director.

The successful candidate must possess strong management, organization, financial, customer service and communications skills. Thorough knowledge of municipal planning and economic development is strongly desired; however, exceptional candidates with a proven management track record in other fields may be considered. Maintain a positive customer-service orientation. Foster positive work relationships and superior credibility with neighborhoods, applicants, Village Board, Planning and Zoning Commission, Zoning Board of Appeals, Downtown Romeoville

Redevelopment Commission and among Village Staff.

Requires general knowledge of accounting procedures and knowledge of current business software programs, including Microsoft Word, Excel, Access, and Outlook and other company software, such as New World is a plus. Requires general knowledge of ArcGIS and Adobe software.

Bachelor's degree in Urban/Regional Planning or related field with 8 years of progressively responsible supervisory/management experience in planning, zoning, economic development, community development, redevelopment, housing, building permits and inspection is desired or a Master's degree in Urban/Regional Planning or related field with 6 year planning/zoning experience, or any combination of education and experience that provides the equivalent knowledge, skills and abilities. AICP or other certifications a plus. Master's degree preferred. Valid Illinois driver's license is required.

Salary for the position is \$81,369.00. Excellent fringe benefits are included. Applications will be accepted until January 25, 2013 or until the position is filled. Applications are available on the Village website and at Village Hall.

Please send application, cover letter and resume with salary history to:

Doris Mann
Human Resources Manager
1050 Romeo Road
Romeoville, Illinois 60446
dmann@romeoville.org

The City of Romeoville is an Equal Opportunity Employer

Village of Lincolnwood, Accountant

The Village of Lincolnwood, Illinois (12,590 – 2010 census) is a diverse home-rule municipality directly north of the City of Chicago consisting of 2.7 square miles, with a unique blend of residential, commercial, and manufacturing areas. The Village has an annual budget of \$31 million with 92 full-time equivalent employees and 180 seasonal part-time employees. The Village is seeking an individual to be responsible for preparing and maintaining all subsidiary account ledgers, schedules, and reconciliations to the general ledger. This position assists in the annual budget and audit process. Excellent oral/written communication skills, ability to exercise sound judgment, and exercise discretion is required. Desired traits and skills include: patience, self-motivation, reliability, customer service, critical thinking, and problem solving.

This position serves under the direction of the Finance Director. The Accountant is responsible for independently maintaining one or more complete sets of accounting records, and for participating in the collection and recording of detailed municipal fiscal transactions in an automated environment. This position is also responsible for a variety of Village accounting operations and for assisting with more complex accounting functions and problems.

The candidate's education and experience shall include a Bachelors of Science in Accounting or related field from an accredited university. Successful completion of Certificate in Public Accounting (CPA) preferred. Three to five years of accounting experience in a public sector setting is desired. The successful

candidate will possess the following characteristics and abilities: outstanding attention to detail and accuracy, interpersonal skills, personal integrity, respect, and a passion for public service.

Salary range for this position is \$57,094.61 to \$75,364.89. 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. Comprehensive benefit package including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, Flex 125 plan, and more.

To apply, send resume and cover letter to Chuck Meyer, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or email: cmeyer@lwd.org. This posting will remain open until the position has been filled. The first review of submissions will occur Friday, January 4. Electronic submission preferred. Lincolnwood is an Equal Opportunity Employer.

City of St. Charles, Assistant Director of Public Works

Job Description

This position assists in the management, planning, and organization of the Field Services Office (which includes Streets, Water, Sanitary/Storm Sewer Collection and Drainage, Wastewater, Environmental Laboratory, Solid Waste Collection contracts), Fleet Services, Facilities Management, Electric Distribution, Communications, Public Works Engineering, and Administrative Support. This position will assist the director in

meeting the city's goals while working on the establishment of departmental priorities, budget preparation and administration, data analysis, management reporting, and employee relations, including administration of union contracts. This position requires exercise of considerable professional judgment and initiative. In the absence of the Director of Public Works, may assume the duties of Director.

Requirements

Thorough knowledge of the principles and practices, laws, ordinances, and statues of Public Works administration, methods and the procedures of utility maintenance and repair, and types and uses of modern maintenance and related equipment, tools, and materials. Strong leadership and project management skills to effectively and efficiently organize, direct, and coordinate projects, personnel, and equipment are a must. Effective skills in written and verbal communication, negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretation and analysis of technical and statistical information, and proficiency with software programs such as Windows, Word, Excel, Access are also required.

This position requires a Bachelor of Science in civil engineering, construction engineering, public administration, business or closely related field, minimum of eight (8) years experience in the administration and management of a municipal public works department, and minimum of five (5) years supervisory experience. A Master degree in civil engineering, construction engineering, public administration, business or closely related field is desirable. A Professional Engineering license from the

State of Illinois is also desirable. Residency requirements must be met within one (1) year of hire. (See attached)

Salary

The salary will be commensurate with experience with excellent benefits. Please be sure to include salary history with all applications.

Apply on line at www.stcharlesil.gov by Sunday, January 13, 2013.

Please complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov.

The City of St. Charles is an Equal Opportunity Employer.

Residency Requirements

Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south

along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.

City of Highland Park, Management Analyst

The City of Highland Park is seeking a full-time Management Analyst to assist the City Manager and Deputy City Manager in the daily administrative functions of the City of Highland Park which include but are not limited to communications, personnel, and community service programs.

The Management Analyst works under the direct supervision of the Deputy City Manager and oversees one to two graduate level Administrative Intern positions.

Essential duties and responsibilities required shall include but are not limited to the following:

- Development and execution of a Communication Plan for the City of Highland Park.
- Coordinating the City public access channel programming which includes the live televising of public meetings and taping for playback.
- Management of the City's electric aggregation program.

- Analysis of program effectiveness and development of program improvements.
- Assistance with the creation and management of annual budget for the communications division and assistance with the City's budget.
- Responding to City inquiries from elected officials, staff, residents, businesses, and guests.
- Coordinating special events programming which includes the Independence Day celebration and other special events planned within the City.
- Maintaining the City website and coordinating the work of the website contractor.
- Monitoring compliance with and assisting in enforcing cable television, solid waste, and other utility franchise agreements.
- Other duties as directed by the City Manager and Deputy City Manager.

A Bachelors degree from an accredited university is required in a related field (e.g. Political Science, Communications, and Management) is required along with a minimum of two years responsible municipal experience. Masters degree in Public Administration or a related field is strongly preferred. Candidates must also have a valid driver's license and acceptable driving record.

Starting salary is \$49,335.47, DOQ. Applications close on January 7th at 7:00 am. For additional information and to apply, please visit <http://www.cityhpil.com/employment>.

Village of River Forest, Village Engineer

The Village of River Forest is accepting applications for the newly created position of Village Engineer. This position requires registration as a P.E. in the State of Illinois.

River Forest is a community of 11,172 and 2.5 square miles. The Village Engineer will report directly to the Director of Public Works and will be the primary individual responsible for the planning, design and implementation of the Village's capital infrastructure improvement program. The 2013 Capital Improvement Program included \$1.6 million in street related improvements and \$540,000 in water and sewer related improvements. The Five Year Capital Improvement Plan projects total spending of \$7.5 million for street, water and sewer improvements. The Village is committed to maintaining its infrastructure in an aggressive manner and is currently considering large scale sewer improvements to remediate flooding in the northern portion of the community.

The Village Engineer will be a "hands-on" position with the expectation that the individual will be splitting time between field and office work. In the field, this individual will collect data for designing capital improvement projects (such as the curb and sidewalk program, street and alley program, asphalt patching program, etc.), construction management of capital improvement projects, conduct utility opening and utility permit inspections, conduct stormwater/flood inspections, collect field information for GIS mapping, collect traffic count data, and miscellaneous surveying projects.

The Village Engineer will also be responsible for high level administrative and management work, including, but not limited to, design of infrastructure improvements such as street, water main and sewer improvements as well as maintenance projects such as crack sealing, microsurfacing, sidewalk and curb replacement, etc. This individual will also complete grading permit plan reviews, prepare bid and contract documents, conduct construction management meetings, prepare an annual capital improvement program for the Village's infrastructure, assist in developing the Public Works Department's annual budget, assist in developing monthly reports, communicate regularly with Public Works operations crews that maintain the Village's infrastructure, and communicate regularly with Village residents. The position will also serve as the staff liaison to the Village's Traffic & Safety Commission.

The position requires a Bachelor's degree in civil engineering or related field, as well as a minimum of four (4) years of civil engineering experience. The individual must possess thorough knowledge of moderate to complex civil engineering principles, practices and methods, including the ability to design and manage street, water and sewer improvements, to read and interpret engineering plans, specifications, and technical drawings; thorough knowledge of surveying, construction methods and materials, land use and construction regulations, etc.; and the ability to generate probable cost estimates for complex engineering and public works projects.

The position also requires the ability to communicate effectively orally and in

writing with employees, residents, contractors, other government agency representatives, and Village officials. The selected individual must possess a valid State of Illinois Driver's License.

This is a full-time, exempt (non-overtime) position which requires the ability to work a flexible schedule that will include evening meetings; in recognition of attendance at such meetings, the Village provides 5 days of paid Administrative Leave. The Village provides a comprehensive benefit package which includes 10 days of paid vacation, 2 personal days, 12 days of sick leave, medical and dental insurance as well as 11 paid holidays and participation in IMRF.

The salary range is \$76,297 - \$103,001 with a starting salary dependent on qualifications.

Questions should be directed to Phil Cotter, Director of Public Works, at pcotter@vrf.us or 708-714-3550.

Qualified applicants must submit a cover letter and resume to Michael Braiman, Assistant Village Administrator, via email at engineer@vrf.us. Application materials are due no later than Friday, January 4, 2013 at 4:00pm. EOE.

The selected individual will be required to complete a pre-employment physical and drug screen.

Village of Fontana, WI, Director of Public Works

Fontana, Wisconsin (2,000 full time residents; 8,000+ seasonal). Starting salary: \$65,000 +/- DOQE. Charming, picturesque Village of Fontana on Geneva Lake offers a superior quality of life to its residents and visitors alike. Fontana, located in Walworth

County approximately an hour southwest of Milwaukee and an hour southeast of Madison, seeks a "hands-on", working Public Works Director to lead its Public Works organization of 7 FT employees with a \$8 million (with utilities) departmental budget. Ideal candidates must be comfortable participating in daily PW activities and have a strong background in organizing and directing the administrative, management and operational functions of a Public Works Department. Responsible for: sanitary sewer, storm sewer, water operations, streets, parks, fleet and equipment maintenance, snow and ice control, building operations as well as the planning of all related capital projects and overseeing contracted engineering. Candidates must have 5 plus years of increasingly responsible upper management experience for a Public Works Department with a comparable size and complexity as Fontana. Requires bachelor's degree in engineering, or closely related field (plus CDL; Water Works Operator license-or obtain in 1 year). Candidates should possess strong skills and/or experience in effective service delivery, creative problem solving, making public presentations, and working with a team-management approach. Excellent interpersonal/communication skills are essential. Reports to Village Administrator. Candidates should apply by January 25, 2013 with résumé, cover letter, and contact information for five professional references to Mark Morien at www.VoorheesAssociates.com/current-positions

Village of Westchester, Public Works Supervisor

The Village of Westchester, IL (population 16,718) is seeking a qualified and energetic individual to join the management team as Public Works Supervisor. The Public Works Department has seventeen (17) full-time employees, one secretary, and as many as eight (8) seasonal employees during summer months.

The Public Works Supervisor reports to the Public Works Director and is responsible for assisting the Director in carrying out the day-to-day operations of the department which includes daily supervision of all department employees, programs, daily assignments and activities of the department, including street maintenance, snow removal operations, grounds and tree maintenance, storm and sanitary sewer maintenance, water operations, automotive/equipment maintenance and related activities. Other responsibilities include monitoring work progress and quality assurance as well as responding to public inquiries/work orders.

The successful candidate will be committed to providing outstanding customer service, possess strong leadership characteristics, have high ethical standards, and be able to communicate effectively. Associate Degree (or equivalent training hours) preferred coupled with at least 10 years experience in municipal public works operations and a minimum of 5 years experience in a supervisory or managerial capacity. Possession of a valid Illinois driver's license is required, CDL preferred. Must possess proficiency in Microsoft Word and Excel. Pre-employment screening includes: criminal background, physical, drug and

alcohol testing and a motor vehicle evaluation. Safety sensitive positions are subject to periodic drug and/or alcohol testing in accordance with the Village's personnel policies. Salary will be commensurate with experience.

Excellent benefits package. Qualified candidates should send cover letter, resume, salary history, and three (3) work related references by January 5, 2013 to:

Village of Westchester
Attn: Janet Matthys, Village Manager
10300 W Roosevelt Road
Westchester, IL 60154
Applications may be submitted electronically to jmatthys@westchester-il.org

The Village of Westchester is an equal opportunity employer.

IMPORTANT UPCOMING EVENTS:

January 2013

IAMMA Regional Meetings
Locations TBA

January 17, 2013

ILCMA Professional Development Event
Lombard, IL

January 17, 2013

Metro Manager Luncheon
Lombard, IL

January 25, 2013

CGS/ILCMA Financial Forecast Forum
NIU Naperville

January 26, 2013

SWICMA Winter Dinner
O'Fallon, IL

February 20-22, 2013

ILCMA Winter Conference
Peoria, IL

March 21, 2013

Metro Manager Luncheon
Lombard, IL

March 21, 2013

ILCMA Professional Development
Lombard, IL

April 4-5, 2013

ICMA 2013 Young Professional Leadership
Institute
Bloomington, MN

April 5-6, 2013

ICMA Midwest Regional Summit
Bloomington, MN

April 18, 2013

Alternative Service Delivery Seminar
NIU Naperville

April 19, 2013

IAMMA Annual Conference
NIU Naperville

For complete information visit the ILCMA
calendar at

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