



Job Mart

City/County Management in Illinois

Job Supplement

January 2014

City of Elmhurst, Communications Manager

Under direction, performs professional level work in the field of community relations; provides assistance to the administration department by establishing external communications in response to City needs. Develops and executes a City strategic communications and public relations plan. Assists in the development and execution of marketing, tourism, and branding strategies for the City. Initiative is taken to recognize opportunities for innovative approaches to public relations activities, creating a continuing atmosphere to attract organizations and visitors to the City of Elmhurst as well as keeping residents informed.

Qualifications

Bachelor's Degree in Communications, journalism, public relations, public administration or related field from an accredited college or university is preferred.

Five years' experience in public relations, communications, journalism, or marketing.

Valid driver's license.

Computer proficiency in Microsoft applications; Word, Excel and PowerPoint.

Ability to work evenings and weekends as events, community meetings, emergency situations and conferences require.

Wage: \$75,000 +/- DOQ. Full time position with an excellent benefit package.

Interested candidates are encouraged to apply immediately. Submit completed application and resume online at www.elmhurst.org. Offers of employment are subject to successful completion of background check, drug screen, and physical. Closing date: January 24, 2014.

Village of Skokie, Assistant Village Manager

Skokie, IL (pop. 65,000) is a mature, council-manager community with a culturally diverse population and over 2,000 businesses located directly north of Chicago. Skokie has an AAA bond rating and was the first community in the U.S. to achieve fully accredited police, fire, and public works departments. Skokie was recently named as one of America's top 100 best places to live by Livability.com. As a result of the Village's great educational opportunities, wonderful diversity and high community/civic involvement, Skokie was the only Illinois municipality to rank on the list. Skokie received a perfect score on a recent online transparency audit conducted by the Illinois Policy Institute.

Skokie seeks a high-energy, experienced local government professional able to assist the Village Manager in all aspects of Village government and who is willing and able to work collaboratively with the Village Manager and the Management Team. The ideal candidate will have a solid background in municipal operations, budgeting (operating and capital), financial analysis, IT, neighborhood services, public personnel administration, risk management and project management. Requires Master's degree in Public Administration and a minimum of 5 years experience in local government. Must have excellent communication skills, both verbally and in writing. Serve as Acting Village Manager as required. Residency Required.

The successful candidate will:

- Serve as the Village's Budget Officer.
- Be a working and strategic generalist with the ability to juggle many tasks and priorities.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work

collaboratively to provide high quality municipal services and customer service.

- Be a results oriented, analytical manager with the ability to establish and maintain effective working relationships with internal and external customers.
- Possess the desire and ability to meet with the public to discuss problems and complaints tactfully, courteously and effectively.
- Provide leadership and oversight for Village initiatives, programs and projects that involve the work of multiple departments.
- Be able to think strategically and exercise considerable initiative and independent judgment.

Salary \$105,855 - \$135,098 commensurate with qualifications and experience. Additional compensation includes automobile and housing relocation. Send resume, letter of interest and salary history by January 17, 2014 to John T. Lockerby, Village Manager, Village of Skokie, 5127 Oakton Street, Skokie, IL 60077 or e-mail human.resources@skokie.org. All applications kept confidential. EOE, M/F. For additional community information, see www.skokie.org.

Village of Dolton Treasure / Finance Director

Dolton, Illinois is seeking its next Treasurer / Finance Director. Dolton is a home rule community located in the South suburbs of Cook County. The Village of Dolton is seeking a progressive, analytical, and collaborative finance executive to serve as its next Treasure / Finance Director. The Village's total general fund budget is \$17 million. The Finance Department staff includes one full time employee not including the Director, and is responsible for accounting, financial reporting, investing, water billing, A/P, payroll, and the development of the budget. Experience with TIF and SSA's is highly desirable. The next Director must possess a reputation of high integrity, a positive track record in customer service, and a record of team building within the department and with other departments. Candidates must have a bachelor's degree in finance, accounting, public policy, business, or related field. Strong accounting skills are desired. A CPA, CPFO and/or a master's degree in a related field is a

plus. Candidates must have at least five years of experience preferably in local government finance, and ideally three of those years in a supervisory position. The successful candidate will have strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials on the Village's financial strategies.

Salary is \$60,000.00 +/- DOQ. Residency in the Village of Dolton is not required. The Village of Dolton offers a competitive benefits' package and is an Equal Opportunity Employer. Candidates should apply by January 19, 2014 with resume, cover letter and contact information for 5 work related references electronically to Administrator Urban at surban@vodolton.org

City of Freeport, Chief of Police

The City of Freeport (Population 25,638) located in northwest Illinois, is seeking a Chief of Police to lead a department of approximately 65 full-time staff and administrative personnel. The City of Freeport has a strong commitment to aggressive, pro-active policing strategies combined with community oriented policing and other community out-reach programs.

The successful candidate is expected to have a proven record of accomplishment and a clear vision for the Department. This position requires effective budgeting, strategic planning, and an ability to work well as part of a collaborative management team. The Chief will also coordinate and direct external affairs with the public, corporate authorities, other law enforcement departments, and with state and federal agencies.

Minimum Qualifications: Associates Degree in a related field or successful completion and certification from either the FBI National Academy, Northwestern University Staff and Command Training program, or other comparable education. Candidates **must** have served as a professional police officer for at least ten consecutive years and held a municipal law enforcement management or command position

within a department of comparable size to the Freeport Police Department.

The Police Chief is appointed by the Mayor and confirmed by the City Council.

The City of Freeport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws. The City of Freeport offers a competitive benefit package with a starting salary commensurate with experience. Application deadline is January 31, 2014. Please email, mail or fax resumes including salary history to:

City of Freeport, Attn: Debra Milliman
524 W Stephenson St., Freeport, IL 61032
Fax: 815-599-5872
dmilliman@cityoffreeport.org

City of Rock Island, Network Administrator

The City of Rock Island has a population of 39,684 residents and is located in western Illinois along the Mississippi River. Rock Island, Moline, and East Moline in Illinois and Davenport and Bettendorf, Iowa make up the metro area called the "Quad Cities" with a population of 436,672. This is professional, technical, and administrative work supporting the city computer network and telecommunications systems. Responsibilities include designing, installing, securing, integration, analysis, support, maintenance, documentation, and user administration of the City's computer local area network (LAN), wide area network (WAN), metro area network (MAN) connectivity, wireless infrastructure, server infrastructure, and Voice over IP (VOIP) telecommunications systems. Secondary duties include supervision of Information Specialist I position(s). Work is performed under the general direction of the Information Technology Director and is reviewed through conferences and observation of results obtained. Associates degree required; preferably in a technical field. Minimum two years of experience in providing technical support for computer systems, and considerable experience (4+ years) supporting local and wide area networks, Microsoft Windows on a network; or any equivalent combination of training and experience. Must possess at least one of the following with the ability to maintain: Novell Master Certified

Network Engineer (MCNE), Microsoft Certified Systems Engineer (MCSE), Microsoft Certified IT Professional (MCITP): Enterprise Administrator on server 2008, VMWare Certified Professional (VCP), or Cisco Certified Network Associate (CCNA). Hours are full time and salary range is \$47,498 to \$73,684. Possession of valid Class D Illinois vehicle operator's license or an equivalent license issued by the employee's state of residence. Selected candidates must meet a residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. Must pass a physical, background check and substance screening. Applications (including resumes and cover letters) will be accepted **only** through the on-line application process until filled at the city's website - www.rigov.org. Emailed, mailed or hand delivered resumes or applications will **not** be accepted. An on-line application **must** be completed to be considered for the position. EOE

Village of La Grange Park, Director of Finance

La Grange Park, IL (13,579) Progressive, historic community with beautiful neighborhoods and a dynamic commercial district, seeks its next Finance Director. La Grange Park is a non home rule community located 16 miles west of Chicago in Cook County. The Village has a long history of professional management and fiscally responsible governance. The Village of La Grange Park is seeking a progressive, analytical, and collaborative finance executive to serve as its next Finance Director. The position is appointed by and reports to the Village Manager. The Village's total annual budget is \$14.6 million. The Finance Department staff includes four full time employees including the Director, and is responsible for accounting, financial reporting, investing, water billing, A/P, payroll, and the development of significant portions of the budget. The current Director is retiring after 28 years of service to the Village. The next Director must continue the reputation of high integrity, a positive track record in customer service, and a record of team building within the department and with other departments. Candidates must have a bachelor's

degree in finance, accounting, public policy, business, or related field. Strong accounting skills are desired. A CPA, CPFO and/or a master's degree in a related field is a plus. Candidates must have at least five years of experience preferably in local government finance, and ideally three of those years in a supervisory position. The successful candidate will have strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials. Salary is \$105,000+/- DOQ. Residency in the Village of La Grange Park is not required. Candidates should apply by January 24, 2014 with resume, cover letter and contact information for 5 work related references to www.VoorheesAssociates.com/current-positions to the attention of Heidi Voorhees, Voorhees Associates, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-256-7299.

Kane County, Buyer I, Finance – Purchasing Department

\$35,000 + DOQ

35 HR/WK - Full Time

Kane County Government in Geneva, IL, is seeking a Buyer I to perform routine procurement activities. The responsibilities include maintaining bid and contract records, soliciting quotations, drafting specifications for commodities and services, analyzing bids for the lowest responsive and responsible vendor, preparing contracts, and other duties assigned. Requirements: Candidate shall have an Associate's Degree in Business or closely related field; along with at least one year of experience in the procurement field. Application Deadline: January 10, 2014 @ 4:30 p.m.

Letters of application and resumes accepted by:

Kane County Government

Department of Human Resource Management

719 S. Batavia Avenue/ Building A

Geneva, IL 60134

OR

Email to: hrmcorrespondence@co.kane.il.us

Download application at www.countyofkane.org

Applicants must submit to a criminal

background check.

EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.

City of St. Charles, Economic Development Division Manager

Full-Time

Job Description

This position is responsible for all economic development functions for the City of St. Charles, under the supervision of the Director of Community & Economic Development. The primary emphasis of this position is the ability to enhance the economic vitality of the City and promote a stronger economic base through the implementation and oversight of programs and initiatives that will attract new businesses and encourage expansion and retention of existing commercial and industrial businesses. Will act as liaison to the business community; manage high profile economic development projects; develop, and implement community branding and marketing strategies to promote St. Charles as a desirable business and industry location; work collaboratively with other City departments, including participation in project review teams or committees; and establish relationships with local and regional organizations such as the Chamber of Commerce, Downtown St. Charles Partnership, and Visitors Bureau. This position requires exercise of professional judgment and initiative within the framework of established regulations and policies. The position will be responsible for supervising the Marketing Representative/Administrative Assistant.

For a full description of the exciting work this position will engage in, please see the job description.

Requirements

Detailed knowledge of principles and practices, laws, ordinances, statutes and financial tools pertaining to economic development is required, as well as strong marketing and oral and written communication skills. Also required are computer skills including word processing, spreadsheet, and database applications.

Applicants must have a minimum of five (5) years relevant economic development management experience, and three (3) years of supervisory experience. A Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance, Urban Planning, or closely related field is required with a Master's degree being preferred. Certification with the International Economic Development Council is strongly preferred.

Salary

The salary will be commensurate with experience with excellent benefits.

Apply on line at www.stcharlesil.gov no later than January 15, 2014.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

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

Village of Carol Stream, Management Analyst – Public Works

The Village of Carol Stream Department of Public Works is seeking a highly motivated individual to serve on the department's management team and help evaluate, organize, coordinate, implement and support administrative and operational activities of the department. Primary responsibilities will include leadership of the department's employee safety program, evaluation and improvement of programs and processes; assist in preparation of department budgets and capital improvement program, assist in developing and implementing technology applications (particularly GIS), special projects for the department head and liaison to other departments and agencies. Candidates must possess a bachelor's degree and two years of related experience or any equivalent combination of education and related experience. The salary range for this position is \$56,662 - \$67,796, with excellent benefits; starting salary DOQ. Interested applicants should submit resume by 01/10/13 to the

Village of Carol Stream's Employee Relations Department at employeerelations@carolstream.org.

City of Champaign, Fire Chief

The City of Champaign, IL, seeks an innovative professional with strong leadership abilities and fire management experience to serve as Fire Chief for a department of 99 sworn and 13 civilian personnel, overseeing an operating budget of \$12 million. The City of Champaign is a vibrant, high growth, and diverse community in central Illinois, approximately 2 hours south of Chicago. The City of Champaign operates under a Council-Manager form of government.

Candidates must have extensive experience in fire service as a Chief, Deputy Chief, or equivalent; graduated from an accredited college or university with a degree in fire science, public administration or related field; or any equivalent combination of education, training, and experience. Master's degree preferred. Comprehensive knowledge of current issues in fire management and the principles of public administration; comprehensive knowledge of building and construction codes; and the ability to organize, direct and control local fire and emergency operations consistent with the requirements of laws, union contracts and municipal policy is desired.

Salary range for the Fire Chief is \$114,274 to \$154,270 annually. Appointment salary DOQ. Excellent fringe benefit package.

The City seeks an individual who shares the City's values of Personal Integrity, Responsibility, Respect, Teamwork, and Results. Applications received by email by January 17, 2014 will be given full consideration.

To apply, email letter of application, three references, salary history, salary requirements, and resume to firechief@ci.champaign.il.us.

For further information please visit, www.ci.champaign.il.us/jobs

Village of Buffalo Grove, Civil Engineer I

The Village of Buffalo Grove seeks a Civil Engineer I for the Engineering division of the Public Works Department. Work involves primary responsibility for assisting in the engineering review of plans and specifications for proposed construction, performing a variety of engineering studies, and for the design and preparation of plans and specifications for public works improvements of moderate scope and complexity.

ESSENTIAL DUTIES

Under the general supervision of the of the Village Engineer, reviews site plans, plats, and project plans and specifications for compliance with Village standards and acceptable engineering practice; checks engineering computations and plans to ensure that grades, minimum depth of utilities, flow capacity, location and similar features conform to applicable standards; prepares comments and recommendations regarding plan deficiencies for review by the Village Engineer.

Designs and prepares engineering plans, specifications, and cost estimates for a variety of public works projects and improvements including street resurfacing, sanitary sewer, water distribution, and storm drainage facilities.

Prepares capacity studies of existing sanitary sewers, water mains, and storm drainage systems of the Village and reviews studies prepared by other agencies; maintains or supervises the maintenance of official Village maps showing existing boundaries, utilities, streets, annexation, addresses, and similar information.

Serves as party chief on complex surveys; serves as project engineer on major construction and reconstruction projects and performs subdivision construction inspection during peak construction periods.

Interprets engineering related regulations and

procedures to developers, contractors, and the general public; investigates and makes recommendations relative to the resolution of citizen complaints and work requests.

Performs related work as required.

QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in civil engineering; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills: Certification as an Engineer in Training in the State of Illinois or ability to obtain such certification within one year following date of appointment. Knowledge of the principles and practices of civil engineering. Knowledge of modern methods and techniques used in the design, construction, and inspection of public works projects.

Be able to work hours as required, including attending meetings after hours. Ability to perform the duties for the job in a timely manner and to meet scheduled deadlines. Familiarity with GIS software is a plus.

SALARY/HOW TO APPLY

The Village of Buffalo Grove offers a competitive salary and benefit program inclusive of participation in the Illinois Municipal Retirement Fund and group health and life programs. The anticipated starting salary is \$75,000.00 +/- DOQ.

Qualified candidates should email their cover letter and resume to: Mr. Arthur Malinowski, Jr., Director of Human Resources at hr@vbg.org Faxed, mailed or hand delivered applications and/or resumes will not be accepted. Please indicate Civil Engineer I in the subject line.

The position will remain open until filled, with the initial review of applicants expected to occur on or about January 17, 2014.

The Village of Buffalo Grove is an Equal Opportunity Employer.

Village of Orland Park, Purchasing Administrator

The Village of Orland Park, a dynamic and progressive community of approximately 57,000 residents, seeks a Purchasing Administrator to administer the overall purchasing function of the Village while adhering to purchasing policy guidelines adopted by the Village Board and/or statutory regulations adopted by the State of Illinois.

Under the direction of the Finance Director, this highly responsible position will develop, analyze and maintain the Village's centralized purchasing operation, which includes but is not limited to reviewing Village procurement/purchasing policies, procedures, standards, and processing methods, making recommendations for improvement and cost savings and implementing the recommended improved methods. This position will spend a substantial amount of time reviewing and analyzing the technical aspects of purchasing and ensuring that the Village exercises impartial judgment in the selection of its vendors.

This position will also be tasked with devising new techniques and/or procedures for purchasing scenarios not covered by existing Village purchasing policies and procedures. This position will help ensure that the various Village departments are provided with required goods, equipment and services at the time and place needed, in the proper quantity and quality.

This position will also maintain and coordinate the various procurement methods, including but not limited to, formal bids, requests for proposal, informal quotes, direct purchases, purchasing cards, and petty cash and advise and consult with all Village departments regarding purchasing procedures and legal requirements of formal and informal purchases. This position will provide department training when appropriate, interpret and explain policies and procedures relating to purchasing activities. The duties assigned to this position are of considerable difficulty and are periodically reviewed for conformance to established procedures.

A Bachelor's degree with a major in purchasing, business administration, public administration, marketing or related field is

required. Master's degree in related field is preferred. Significant experience in commercial or government purchasing or related finance field is required. Prior purchasing/ procurement administration experience is also necessary, along with the ability to work effectively with department directors and managers, engineers, contractors, attorneys, vendors, residents, etc. Prior municipal, legal and/or construction experience is a plus. The ability to work independently and move projects forward with minimal direction is also needed. Solid experience using Microsoft Office software is required.

Salary Range: Starting in the mid \$70,000 depending on qualifications.

Interested candidates may complete an application or send a resume with cover letter, salary history and professional references to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orland-park.il.us.

This position will remain open until filled, with the initial review of applications expected to occur the week of January 6, 2014.

City of Naperville, Director of Finance

POSITION CLOSES: When Filled

SALARY: \$115,000 - \$150,000 Dependent upon qualifications

The City of Naperville, Illinois, is seeking a Director of Finance to lead and direct the operations of the City's Finance Department. Acting as a strategic partner with leaders throughout the organization and community, the Director of Finance is responsible for providing high quality services in the areas of fiscal management, monitoring and administering the budget, collecting and accounting for revenues, controlling purchasing and expenditures, and investigating new revenue sources when necessary.

The individual selected will be responsible for providing leadership to a team of approximately 38 staff members, including the direct

supervision of 6 employees in the areas of Billing and Collection, Financial Reporting, Payroll and Purchasing. In turn, the Director of Finance reports to the City Manager and is a key member of the City's Directors' Leadership Team.

The Director of Finance oversees all financial activities of the City and operates as the Chief Financial Officer. The position also serves as City Treasurer, Library Board Treasurer, staff liaison to the Financial Advisory Board, and Treasurer for the Fire and Police pension funds. Other duties include preparation and administration of the entire City budget, annual five-year financial plan, and the capital improvement program; administration of property tax levies, ordinances, and collections; and the issuance of general obligation bonds, special service area bonds, and revenue bonds.

The successful candidate will have the ability to quickly assess, prioritize and take action on key strategic issues facing the City; possess strong leadership, communication and presentation skills; and project the importance of continually finding efficiencies within the City. Additionally, the ideal candidate must be able to build and maintain effective working relationships with City staff, elected officials and the community; work well in a team-oriented environment; and communicate effectively both verbally and in writing, having sophisticated presentation skills. A Bachelor's Degree as well as a graduate degree in Public Administration, Business, Finance or related field, or a Certified Public Accountant (CPA) certificate is required. Must have at least seven years of related experience, preferably with comprehensive knowledge of progressive public finance practices. Experience with TIF and SSA's is highly desirable. Salary is commensurate with experience. Full benefit package available, including IMRF.

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 900 dedicated individuals in a wide range of job categories. We have gained national recognition for our family-friendly environment, excellent

schools and library system, low crime rate and vibrant downtown area. Money Magazine frequently includes Naperville among its 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 APPLY IN PERSON - 400 SOUTH EAGLE STREET, NAPERVILLE, IL, OR E-MAIL TO apply@naperville.il.us. THE CITY OF NAPERVILLE IS AN E. O. E. Positions are also listed on our Website @ www.naperville.il.us

Village of Vernon Hills, Assistant Village Manager/Community Development Director

VERNON HILLS, IL (25,113) is seeking its next Assistant Village Manager/Community Development Director. The position will manage the Community Development Department which consists of planning, building permit and inspection services, liquor & business licenses and GIS. Primary duties include planning and economic development, coordination of the development review process, budget preparation for several departments, managing various forms of communication including website, email and twitter, coordination of Village-sponsored community events, emergency management and liaison to various committees.

Successful candidates must possess excellent interpersonal skills and an approachable, welcoming style with the community, elected officials and staff; a high level of professionalism, diplomacy and a commitment to excellence in service delivery with a track record of responsiveness to residents and businesses in the community. Strong writing and oral presentation skills, and a collaborative, team-oriented management style are essential.

A bachelor's degree in public administration, business administration, planning or related field is required. Master's degree is strongly desired. 3-5 years of experience in municipal management, planning/economic development,

budgets and contract negotiation is required. Salary: \$112,000 +/- DOQ with excellent benefits. E-mail resume, cover letter, salary history and contact information for three professional references by 5PM on January 16, 2014 to johnk@vhills.org, to the attention of John Kalmar, Assistant Village Manager, 290 Evergreen Drive, Vernon Hills, IL 60061.

Village of Northbrook, Assistant to Village Manager

Starting salary DOQ

This position provides professional management within the Village Manager's office (includes the Village Manager, Deputy Village Manager/CFO, Village Clerk, Communications Manager and Human Resources). This position serves as the Village ombudsman to hear, investigate and resolve concerns and suggestions of residents and businesses. Additional duties include project management (research, report writing, presentation, follow-up), coordinating the department budget and Village-wide CIP, and assisting with Village communications and public information projects. To be successful in this position, candidates must be detail and process driven and strong communicators. Applicants should have a Master's degree in public administration or related field and a minimum of three years municipal government experience (or equivalent combination). Visit our [website](http://www.northbrook.il.us/employment) at www.northbrook.il.us/employment to view the job description for this position. Apply with resume and cover letter to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or e-mail at hr@northbrook.il.us with **Assistant to the Village Manager** in subject field. Position open until filled.

City of Rock Island, Assistant City Engineer

This is responsible professional and supervisory work in the preparation, review, and approval of construction plans and in the conduct of engineering studies, responsible for administration of the Rock Island Stormwater Management Plan and enforcement of the Rock Island Stormwater Control Ordinance. Work

involves responsibility for preparing and reviewing construction development plans and capital improvement project plans for adherence to accepted engineering design and construction standards. Supervision is exercised over technical subordinates. Work is performed at the direction of the City Engineer; work is reviewed on the basis of conferences and reports for results obtained. Graduation from a four year college or university with a Bachelor of Science degree in civil engineering and experience in civil engineering work; or any equivalent combination of training and experience Registration as a Professional Engineer by the State of Illinois. Possession of a valid Illinois Class D vehicle operator's license, or equivalent license issued by the employee's state of residence. Salary range is \$47,498 - \$73,684 and hours are full time. Must pass a physical, background check and substance screening. Selected candidate must meet residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. In order to be considered for the position you must apply online at www.rigov.org. Applications will be accepted continuously. EOE

Hanover Township, Assistant Township Administrator

Hanover Township located in Cook County, Illinois, is currently accepting applications to fill the full-time Assistant Township Administrator position. The Assistant Township Administrator is responsible for the day-to-day operations of the Administrative Services Department and serves as Acting Administrator in the absence of the Township Administrator. Work includes researching, planning, organizing, coordinating and directing required action on policies and/or projects directly related to human resources and administrative policies that have been defined by the Township Administrator and/or Township Board.

This position serves as the main human resources contact for the Township, administers employee benefits, and maintains all personnel files. This position represents the department at the Township's management team and executive management staff meetings. The Assistant Township Administrator supervises

Administrative Services departmental staff and oversees the Township's information technology and accounting functions.

The Assistant Township Administrator position requires graduation from a four-year college or university with major course work in public or business administration, political science, or a related field (Master's degree preferred) and four years of administrative or professional experience in local government with two to four years of management experience.

The Assistant Township Administrator must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. Candidates must possess general knowledge of public administration, human resources, budgeting and finance, and general management principals. Candidates must also possess the ability to work effectively with the public, Town Board, and staff. The successful candidate will possess strong leadership skills and a willingness to take on additional responsibilities.

Starting salary \$70,000-\$75,000 plus an excellent benefits package.

Submit cover letter and resume by January 6, 2014 to James Barr, Township Administrator, at jbarr@hanover-township.org.

A copy of the complete job description can be found at www.hanover-township.org. EOE.

City of Bloomington, Communication Manager

The City of Bloomington is currently seeking applicants for the position of Communication Manager for the Administration Department. This position will report to the City Manager. The Communication Manager enhances City communication efforts with the general public, stakeholders and City employees to increase governmental transparency, foster a well-informed citizenry and workforce. It provides high level organizational leadership and formulates strategy for City communication efforts. It assists the City Manager, Mayor, City Council and City departments in communicating with citizens, stakeholders and employees. Bachelor's degree from an accredited university

required with a concentration of study, minor or major in communications, public relations, journalism, English, business administration, public administration or closely related field. Master's degree in a related field preferred. Minimum of three (3) years of significant experience in communications for a governmental body, not-for-profit organization or private sector required. Salary from **\$62,230 to \$93,345 annually** plus excellent benefits. Position is open until filled.

Completed City application and resume required. Application and job description available at www.cityblm.org. EOE.

City of O'Fallon, Assistant City Engineer

CITY OF O'FALLON, IL seeking full-time ASSISTANT CITY ENGINEER. This position is responsible for assisting the Director of Public Works (City Engineer) in performing professional, administrative, and supervisory civil engineering work relating to the design, construction, and maintenance of City infrastructure. Duties include (but are not limited to): providing professional engineering advice to the Mayor, Aldermanic Committees, the City Administrator and other department heads; assist the City Engineer, Engineering Manager, and Operations Manager in day-to-day operations as well as strategic and long range planning/sequencing of infrastructure projects; interface with St. Clair County, State of Illinois, and Federal agencies which affect City operations; participate in planning of work, scheduling staff, administering budgets, monitoring projects, and other administrative tasks; review all development plans submitted including street, water, wastewater, and stormwater design; prepare written reports to the Planning Commission and Community Development Committee and recommend changes to subdivision rules and regulations; prepare written reports for the Public Works Committee and City Council on infrastructure projects as to the adequacy of design and construction; perform field inspections and site reviews on City projects and private development assisting Department project managers in technical issues; represents the City in meetings and site reviews with consultants and contractors; other functions within the scope

of the position to benefit the Public Works Department.

Requires: Bachelor's degree in civil engineering and at least five years of applicable experience in civil engineering experience, preferably in a municipal setting or for a consulting engineering firm providing public works infrastructure design; Registration as a Professional Engineer in the State of Illinois or the ability to obtain same in the first 120 days following job acceptance; Valid driver's license in good standing. Hire range is \$70,600 to \$88,296 DOQ. Visit www.ofallon.org for more information on how to apply. Closes January 30th.

Village of Carpentersville, Engineering Technician

The Village of Carpentersville, Illinois, has an immediate opening for an Engineering Technician within the Engineering Division of the Community Development Department.

This position will be permanent part-time at 29.5 hours per week. Responsibilities would include permit inspection, construction observation and documentation, data entry, and general office tasks. Other responsibilities would include assisting staff with plan and contract preparation, permit reviews, topographic surveying, and construction staking. Strong organizational, communication and customer service skills are essential.

Minimum requirements: Graduation from a two year college, some experience in Civil Engineering or Construction Management, knowledge of IDOT standards, computer skills including knowledge of Microsoft Office and a valid driver's license.

The hourly rate for this position is \$15.00. Benefits offered by the Village of Carpentersville include participation in the Illinois Municipal Retirement Fund.

Submit résumé no later than Friday, January 10, 2014, to Christie Alvarado, Human Resources Generalist, Village of Carpentersville, 1200 L.W. Besinger Drive, Carpentersville, Illinois

60110, or calvarado@vil.carpentersville.il.us. The Village of Carpentersville is an Equal Opportunity Employer.

Village of Schaumburg, Director of Engineering and Public Works

Schaumburg, IL (pop. 75,000) Note: This Job Announcement is reissued to reflect a change in the educational requirements and in the salary. Very progressive, award winning community that is the economic center of the northwest Chicago suburbs seeks candidates to serve as its next Director of Engineering and Public Works. Schaumburg is a community of neighbors accustomed to high quality municipal services and numerous cultural and recreational amenities. In addition to 67 shopping centers including Woodfield Mall, and more than 200 restaurants, Schaumburg is home to the Prairie Center for the Arts, the minor league Boomers baseball stadium, the Schaumburg Regional Airport and the Schaumburg Convention Center. Located 28 miles northwest of Chicago, Schaumburg hosts more than 5,000 businesses and is the corporate headquarters for Motorola Solutions. More than 80,000 people work in Schaumburg's business community which includes 10 industrial parks and more than 12 million square feet of office space. The Village is seeking a progressive, highly collaborative leader with strong administrative skills to serve as its next Engineering and Public Works Director. The position reports to the Village Manager. The current Village Manager was appointed in August, 2013. The Engineering and Public Works Department has 90 full time and 5 part time authorized positions (both union and non union) and a \$60 million budget (all funds including CIP and MFT). The Engineering and Public Works Department is full service with the following Divisions: Engineering, Field Services, Support Services and Utility Services. The next Director must have a record of progressive management that emphasizes a team oriented approach to leading; strategic thinking with respect to municipal public works services and capital planning; and an emphasis on utilizing best practices and technology in the delivery of municipal services. Candidates must have a master's degree or be willing to attain

one within three years of appointment. The Village will provide financial support through a partial tuition reimbursement program. A P.E. designation is a plus. Candidates must have 5-7 years experience in executive level municipal/administrative organization in the public sector or in a field closely related to the public sector. Salary is \$150,000+/- DOQ. Residency in the Village of Schaumburg is required within a reasonable amount of time. Candidates should apply by January 17 to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Electronic submission preferred. Mail submissions to 650 W. Dundee Road Suite 270, Northbrook, IL 60062. Tel: 847-256-7299. Additional information available at VoorheesAssociates.com.

City of West Liberty, IA, City Manager

West Liberty, IA (3,736) Historic, stand-alone community located eighteen minutes east of Iowa City, seeks experienced, progressive candidates to serve as the City Manager. The City Manager reports to the Mayor and five Council Members. City is seeking energetic candidates with successful background of service as a City Manager, assistant administrator, or in similar public sector position. MPA in public administration preferred. Starting salary \$78,000+/- depending upon qualifications and experience with excellent benefits package. Residency required. Candidates should apply by January 15, 2014 with résumé, cover letter, and contact information for five professional references to Karl Nollenberger, Vice President, at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246

Village of Fox Lake, Village Administrator

Fox Lake, IL (10,550) Historic, recreation oriented community located in Lake County, Illinois seeks experienced local government administrators to apply for the position of Village Administrator. Incorporated in 1907, Fox Lake is a family oriented community with numerous recreational opportunities due to its location in the Chain of Lakes region. The Village has 93 full-time employees and an

annual general fund budget of \$10 million. The Village's operating departments include Police, Streets, Water/Sewer, Regional Wastewater Treatment, Fleet Maintenance, Dispatch/911, Parks and Recreation, Administration and Treasurer. Fire and EMS are provided by the Fox Lake Fire Protection District. The Village Administrator is appointed by and reports to the Mayor and a six-member Board of Trustees, elected to staggered four-year terms. The Village Administrator can expect to work closely with the elected officials and staff on community and economic development, financial planning for capital projects, and utility enhancements including water related issues. Candidates will be expected to have a strong background in municipal operations, particularly economic development, contract negotiations, and financial management. Experience in securing grants highly desired. The position requires a bachelor's degree in public policy/public administration, business administration, finance or related field. A master's degree is strongly preferred. 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. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential. Residency is not required. Starting salary range: \$100,000 - \$120,000 DOQ. Candidates should apply by January 3, 2014 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-256-7299. Equal Opportunity Employer.

City of Park Ridge, Budget Analyst

Full-Time

The City of Park Ridge seeks qualified applicants for the professional position of Budget Analyst. Under supervision of the Finance Director, performs revenue and expenditure analysis and develops/maintains a comprehensive system of data and information which provides the means to do trends, monitoring, forecasting, and narrative reporting for budgeting and financial planning. Responsible for project management in the areas

of accounting and banking systems. Provides assistance in the completion of the annual budget, annual audit, and financial forecast. Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, or other related field. 3-4 years of progressive accounting or finance experience preferred. Public and private experience will be considered. Starting salary is \$60,000+/- depending on qualifications. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksson@parkridge.us or by U.S. mail to:

City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V

City of Aurora, Emergency Management Coordinator

Responsibilities include consulting with cooperating agencies such as police, fire and other emergency services to develop, coordinate and define areas of jurisdiction and operational procedures. Prepares budgets to control costs and to allocate funds in accordance with provisions of agency charter. Communicates with federal, state, and local officials on agency matters and provides information to the public. Arranges and schedules city staff and volunteers for training required to provide services, when needed. Arranges for maintenance of equipment such as two-way radios and local agency equipment. Assists in providing warnings and survival information to communities before, during, and after community emergencies. Assigns paid or volunteer workers to duty during simulated or actual emergencies. Coordinates services to disaster victims and maintains liaison with area emergency management organizations. Maintains City accreditation. Required to attend meetings, seminars and training programs related to position.

Requires a Bachelor's degree (B.A.) in Business Administration or Public Safety and three years

of progressively responsible Emergency Management experience. Must be able to successfully acquire Emergency Management certification within two years of date of hire. Requires a valid driver's license.

Starting rate of pay depends on qualifications. Excellent benefit package included.

Send cover letter, resume, salary history, and references or fax to (630) 256-3439; this position will be open until filled. Office hours are Mon.-Fri., 8:00 a.m.-5:00 p.m.

City of Aurora
Human Resources Department
44 E. Downer Place
Aurora, IL 60507
www.aurora-il.org
Equal Opportunity Employer

County of Kane, Finance Department, Buyer III

<u>Finance</u>	
Buyer III	\$43,600-\$65,000
(DOQ)	Full Time

Kane County Government in Geneva, IL, is seeking a highly motivated Buyer III responsible for complex procurement activities of specialized services and technology for the County. The responsibilities include drafting of specifications for major items and services and preparing contracts, analyzing bids for the lowest responsive and responsible vendor and proposals for best value, and ensuring that vendors adhere to the County's terms and conditions. To perform job successfully, an individual must have knowledge in public bidding procedures, understand state and federal laws related to public procurement and have certification as a C.P.M. or CPPB.

Candidate shall have a Bachelor's degree in Business, Accounting or Public Administration or closely related field; along with at least five years of experience in the procurement field, preferably with a public entity. Excellent benefits. Application deadline: Open until filled.

Letters of application and resumes accepted by:
Kane County Government
Department of Human Resource Management
719 S. Batavia Avenue/ Building A
Geneva, IL 60134
Or email to: hrmcorrespondence@co.kane.il.us

Applicants must submit to a criminal background check.

EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.

IMPORTANT UPCOMING EVENTS:

January 2014

IAMMA Regional Meetings
Locations TBA

January 16, 2014

ILCMA Professional Development Event
Lombard, IL

January 16, 2014

Metro Manager Luncheon
Lombard, IL

January 18, 2014

SWICMA Annual Dinner
O'Fallon, IL

January 31, 2014

CGS/ILCMA Financial Forecast Forum
NIU Naperville

February 12, 2014

IAMMA Event
Location TBA

February 26-28, 2014

ILCMA Winter Conference
Springfield, IL

March 12, 2014

IAMMA Event

Location TBA

March 20, 2014

Metro Manager Luncheon
Lombard, IL

March 20, 2014

ILCMA Professional Development
Lombard, IL

March 19-20, 2014

ICMA 2014 Young Professional Leadership
Institute
Iowa City, IA

March 20-21, 2014

ICMA Midwest Regional Summit
Iowa City, IA

April 25, 2014

IAMMA Annual Conference
NIU Naperville

For complete information visit the ILCMA
calendar at

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