



# Job Mart

## City/County Management in Illinois

**Job Supplement**

**January 2015**

### **Village of Homer Glen, Planning and Zoning Director**

The Village of Homer Glen (pop. 24,220) is seeking a dynamic, skilled and accomplished planning and zoning professional to fill our Planning and Zoning Director position. Homer Glen is located in northeastern Will County, approximately 25 miles southwest of Chicago. The Village encompasses 22.2 sq. miles of land. The Planning and Zoning Director will be responsible for managing all aspects of the Village's planning and zoning program and services. In addition, the Director will administer all aspects of the Village's Zoning Ordinance. The Director serves as staff liaison to the Village's Plan Commission.

The position is appointed by the Mayor with advice and consent from the Village Board. The position reports to the Village Manager. Ideal candidates will have a Bachelor's Degree in Planning, Public Administration or a related field with seven years of progressively responsible experience in the field of planning and zoning. Public sector experience is desirable.

Salary range is \$65,000 to \$80,000, depending upon qualifications. Excellent benefits package. Residency is not required. Interested applicants should submit a cover letter, resume and four work related references by Friday, January 30<sup>th</sup> to the Village of Homer Glen, Attn: Heather Kokodynsky, 14933 S Founders Crossing, Homer Glen, IL 60491 or via e-mail to [hkokodynsky@homerglen.org](mailto:hkokodynsky@homerglen.org)

### **City of Batavia, Director of Human Resources**

Batavia, Illinois, (pop. 26,000), seeks qualified candidates for the position of Director of Human Resources. This is a newly-created position following elimination of Asst. City Administrator position. Batavia is a full-service home rule municipality located 40 miles west of Chicago on the Fox River. Calendar year budget. Annual General Activities budget of \$23,000,000. 156 FTE. Plus 56 Paid On call firefighters (combination department). The City owns and operates its own water, sewer and electric utilities. Stable City Council, long-termed Mayor. The Director of Human Resources is primarily responsible for the maintenance of the organization's valued relationship with all of its employees. Acts as leader of the City's Human Resources Department currently (1.5 FTE) and is a key advisor to the City Administrator and all other management staff regarding human resources and labor, policy development, employee safety, benefit and compensation programs, collective bargaining strategies and employee morale. This position reports to the City Administrator. Leader of the City's collective bargaining team (there are 6 collective bargaining units). Bachelors in human resources/personnel or related field required, Masters Degree in related area desired. PHR or SPHR a plus. Team player with strong leadership skills, Eight or more years of public sector HR experience or equivalent combination of experience and education that provides the required knowledge, skills and abilities. Five or more years of demonstrated ability to

manage effectively. The ideal candidate will have excellent presentation, verbal, written and visual communication skills. Must be able to adapt to handle fast-changing situations. The position also requires strong networking, reasoning and time-management skills. A candidate must be able to maintain confidence in responsibilities such as interviewing, recruiting and evaluating employees. Experience in collective and interest-based bargaining required, and process analysis is valued. Salary range: \$ 83,000 - \$119,000 based upon skills, aptitude and experience. Good benefit package. Appointed by the Mayor and approved by the City Council. Interested candidates should forward a cover letter, resume and a completed City employment application (available through the City's website) to City of Batavia (DHR Recruitment), 100 N. Island Ave. Batavia, IL 60510 or to [hr@cityofbatavia.net](mailto:hr@cityofbatavia.net). Applications, including resume and salary history are due no later than end of business day January 30, 2015. Please visit our website at [www.cityofbatavia.net](http://www.cityofbatavia.net) for more information about our community. EOE.

### **City of Decatur, City Manager**

Decatur, IL (76,178) Decatur is an established community in central Illinois that has a rich history and an impressive economic outlook. Decatur is a family oriented community and provides its residents and visitors with a variety of cultural, educational, recreational and entertainment opportunities. Located 40 miles from the state capital in Springfield and practically equidistant to Chicago, Indianapolis and St. Louis, Decatur is situated in a prime geographic location for commerce and further economic opportunity. It is home to the Midwest Inland Port and has invested significant resources to update and upgrade infrastructure related to its lakefront, downtown, educational and municipal

facilities. It is ranked 3<sup>rd</sup> for Emerging Logistics Hubs by Business Facilities Magazine and in the top 25 American Cities for Global Trade by Global Trade Magazine. Decatur is a fiscally strong community with a \$170 million total budget and approximately 500 employees. The City Manager is appointed by the Mayor and City Council and is responsible for the administration of the City's goals, policies and programs as well as the management of the City's services. The Mayor and six City Council members are elected at large on a non-partisan basis and work closely with the City Manager. Candidates should have experience in the successful administration of municipal operations in a large, multifaceted suburban city/town/village; will have excellent financial skills and training, a track record of bringing creative and innovative ideas to local government and extremely well developed communication skills. The successful candidate will exhibit a collaborative, welcoming approach with elected officials, residents, the business community, and employees. The position requires a minimum of ten years of increasingly responsible management experience in a community or organization of comparable size and/or complexity. A bachelor's degree in public administration, business administration or public policy or a related field is required. A Master's degree (MPA or MBA) or other advanced degree, strongly desired. Residency is required within a reasonable time frame. Starting salary range is \$150,000-\$170,000 +/- DOQ with excellent benefits. Submit resume, cover letter, and contact information for five professional references by January 16, 2015 attn: Joellen Earl at [www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment).

## **Village of West Dundee, Director of Community Development**

Director of Community Development, West Dundee, IL (pop. 7,331). Historic, beautiful community with a charming downtown, West Dundee is 40 miles west of Chicago in Kane County, and part of the upper Fox River valley. The Village is proud of its small-town appeal, historical sites and vibrant residential neighborhoods. The Village is also home to the Spring Hill regional mall which is served by four major retail tenants anchoring a total of 120 specialty shops and services. The Village serves as a regional retail employment and shopping destination with service to over 75,000 people in nearby communities.

The Village is seeking an experienced, progressive, collaborative professional with a background in community and economic development who will be responsible for the oversight of a variety of functions including all planning and zoning, building inspection, code enforcement, as well as business retention and attraction efforts that include potential incentive programs. The Village encompasses five square miles and has 71 acres of parks and open space. There is potential for residential, commercial and industrial annexation and development. The Director manages a \$400,000 budget and four employees, and is liaison to the Planning & Zoning and Appearance Review Commissions. The Director is appointed by and reports to the Village Manager.

A Bachelor's degree in urban planning, public administration, economic development, public policy or related field is required. An MPA, or MBA, is highly desired. Five to seven years of progressively responsible experience in community development, economic development, planning or closely related field, or any equivalent combination of education and experience, is desired.

Exceptional communication skills, strong writing ability, and team-oriented

professionalism are essential; ability to work with elected officials, village staff, the business community and a variety of other stakeholders, and a record of creative problem solving, is required. Residency is not required. Starting salary range of \$97,000+/- DOQ. Candidates should apply by January 26, 2015 with resume, cover letter and contact information for five work-related references to [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 847-380-3240.

## **Northeastern Illinois Public Safety Training Academy, Executive Director**

Northeastern Illinois Public Safety Training Academy (N.I.P.S.T.A.). The Academy's Executive Committee and Board of Directors seek highly qualified Candidates for its Executive Director position. NIPSTA is an intergovernmental agency comprised of municipalities, fire protection districts, and other organizations located in the Chicago metropolitan area that have combined energies and resources to create a regional, state-of-the-art public safety training facility. NIPSTA is designed to meet the needs of its members and participants by offering ongoing training to fire, police, public works, and other public safety personnel. The successful candidate for the Executive Director's position will be a high-energy entrepreneurial professional with strong management and organizational skills. The Executive Director will be charged with further developing the Academy to expand and offer additional training opportunities for local government employees. The proven ability to work with numerous instructors and volunteers is essential as is the knowledge of organizational development, fundraising, capital planning and budget development. The Academy is governed by a 30-member

Board of Directors representing each member and operates with a budget of approximately \$3 Million.

The position requires a Bachelor's Degree in Business Administration or a related field, MPA, MBA or equivalent is strongly preferred. 5-7 years increasingly responsible management and experience is required. The ability to develop productive working relationships in a collaborative environment is required. Demonstrated understanding of public management agencies and structures is highly desirable. Anticipated starting salary is \$125,000 with a full range of benefits. Actual starting salary is negotiable and will be dependent upon qualifications, experience, and professional achievement. Position interviews will be conducted in early to mid February. First review of applications will commence on January 9, 2015. Position is open until filled. Submit résumé, cover letter, and contact information for five professional references by January 9<sup>th</sup> online to GovHR USA, LLC attn: Joellen Earl – [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment). GovHR USA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3240. Equal Opportunity Employer

### **Village of Round Lake, Director of Public Works**

The Village of Round Lake, Illinois (population 18,289), seeks experienced candidates for the Director of Public Works to manage and supervise the engineering and public works functions for the Village as well as oversee the management, operation, maintenance, and capital improvement program for the public infrastructure consisting of the water distribution system, sanitary sewer collection system, streets, sidewalks and other related Village infrastructure.

The Director of Public Works is a senior management level position that is appointed by the Mayor and reports to the Village Administrator. The successful candidate shall have high integrity and a demonstrated track record in effective customer service, team building within the department and with other departments, and experience with succession planning and collective bargaining.

Requirements for the position include a Bachelor's Degree in Civil Engineering or a closely related field. Candidates will be expected to have 5-10 years increasingly responsible experience in executive level public works in the public sector or in a field closely related to the public sector. A Professional Engineering license is a plus. Additional information about the position is available upon request.

Salary range \$74,640 - \$105,287 with excellent benefit package. Candidates should e-mail resume, cover letter, salary history and five professional references to [admindept@eroundlake.com](mailto:admindept@eroundlake.com) or mail to: Human Resources Coordinator, Sue Henley, Village of Round Lake, 442 N. Cedar Lake Road, Round Lake, IL 60073.

Position open until filled. The Village of Round Lake is an Equal Opportunity Employer.

### **Village of Flossmoor, Assistant Public Works Director**

Village of Flossmoor, Illinois (population 9,464), a progressive, mature full service south suburban community of the Chicago metropolitan area, seeks an experienced supervisor to serve as Assistant Public Works Director and oversee the day-to-day operations of the Public Works Department including streets, water, sewer, fleet maintenance, forestry, and municipal buildings and grounds operations. The department consists of 14 full-time

employees with a \$4M budget, and the Assistant Public Works Director directly supervises five employees and reports directly to the Public Works Director. Administrative duties include budget management, project management, procurement, resident inquiries, and public interaction. The Assistant Director will also be responsible for coordination with Village's Division of Inspectional Services Department to review site permit applications. Village is seeking candidates with significant accomplishments in a full-service suburban community. Ideal candidate has a minimum of a bachelor's degree in construction management, public administration, civil engineering, or a related field and has comprehensive knowledge of public works management plus five to eight years of increasingly responsible public works experience. Excellent verbal and written communication skills required. Salary range is \$89,225 to \$111,531 DOQ with excellent benefits. To apply, submit via email or mail a resume, cover letter, salary history and five references by January 26, 2015 to John Brunke, Public Works Director, 1700 Central Park Avenue, Flossmoor, IL 60422, [jbrunke@flossmoor.org](mailto:jbrunke@flossmoor.org). The Village of Flossmoor is an EOE.

### **Village of Coal Valley, Village Administrator**

COAL VALLEY, IL (3,800 pop.) seeks full-time professional Administrator to serve a growing and progressive residential community. The Village of Coal Valley is located in the "Quad Cities" metropolitan area (Rock Island/Moline IL and Bettendorf/Davenport IA). At least 4 years of municipal management experience and a bachelor degree in Public Administration or Business related fields is required. Successful interpersonal, communication, and general management skills is also required. Knowledge of budgeting, financial

management, personnel management, planning, zoning, and economic development principles and procedures are important. Responsible to Village President and six Village Trustees for day-to-day administration and management of Village activities/operations. The Village has 13 fulltime employees with a \$3.5 to \$4.2 million annual budget. Starting salary between \$75,000 to \$85,000 and additional benefits are negotiable depending on qualifications and experience. Applicants must submit a cover letter with a resume containing 3 professional references and contact information. There is a residency requirement within one year of appointment. Applications must be submitted no later than 18 March 2015. Recruitment profile and job description are available at the Village website [coalvalleyillinois.org](http://coalvalleyillinois.org) or upon request. Send inquiries to the Village President Emil Maslanka, P. O. Box 105, Coal Valley, IL 61240, 309-799-3604, or E-Mail [EMaslanka.mayor@coalvalleyillinois.org](mailto:EMaslanka.mayor@coalvalleyillinois.org)

### **Park District of Highland Park, Information Technology Manager**

#### Summary:

The IT Manager's Role is to plan, organize, manage staff, and overall operations to ensure the stable operation of the organizations IT infrastructure. This includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems. The Infrastructure Manager will also schedule and direct activities to resolve level 3 (assumes SLA is in place) hardware and software problems in a timely and accurate fashion. The IT Manager works closely with PDHP directors, stakeholders, Business Analysts, and technical staff to ensure technology solutions, enhancements, and upgrades are properly staffed and



funded. This individual works closely with third party vendors and contract help to staff the work to be done when necessary.

**Supervisory Responsibilities:**

The IT Manager directly supervises the Management Information Systems Specialist, Help Desk Specialist and part-time staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

Bachelor's degree (B.A.) from an accredited college or university with a Bachelor's Degree in Applied Computer Science or related data processing fields and/or 7-10 years equivalent work experience. At least 10+ years of relevant experience (e.g., project leadership, small project management, technical analysis); 5-7 years of experience managing and delivering infrastructure design and operational excellence. Exceptional knowledge of service and application delivery, as well as successful service level agreement accomplishments. 5 years successful leadership of an infrastructure team; hands-on experience in troubleshooting hardware. Knowledge of current protocols and standards, including Microsoft, Cisco, VM Ware, VOIP/SIP, core layer, access layer, distribution layer, conversant with programming languages such as .NET. Application support experience with Park District ERPs and hands on experience with Microsoft SQL Server. Related professional certification preferred.

Hiring Range: \$70,000 - \$80,000

Deadline: January 16, 2015

To Apply: Please submit an application and resume via our website at [www.pdhp.org](http://www.pdhp.org).

The Park District of Highland Park is an equal opportunity employer.

**City of Elgin, Chief Financial Officer**

Elgin, IL (110,145) The City of Elgin, Illinois seeks highly qualified public finance executives to serve as its next Chief Financial Officer. Founded in 1836 and located 35 miles northwest of Chicago, Elgin is proud of its diversity in demographics and culture. From its revitalized downtown area, including the award-winning Riverwalk and the Hemmens Cultural Center, to its many comfortable neighborhoods, four historic districts, 1,600 acre parks system and extensive regional recreational assets, Elgin offers a unique quality of life, whether one is interested in city or suburban living. Elgin's motto, "The City in the Suburbs", embodies celebration of Elgin's past, enjoyment of the present, and the promise of Elgin's future.

Elgin operates under the council-manager form of government, which was adopted in Elgin in 1954. The current City Manager was appointed in 2009. The City has approximately 700 FTEs and a \$275 million budget. The City Council has established eight priorities that guide city operations and policies: Diverse Workforce, Financial Stewardship, Economic Development, Education and Workforce Development, Image and Engagement, Neighborhoods and Public Safety.

The City has earned a AAA bond rating which reflects its sound financial policies. In conjunction with the City Manager, senior staff and elected officials, the CFO has responsibility for the development and implementation of the city's public finance policies. In addition, the CFO is responsible for debt management, the annual audit, accounts payable/receivable, pensions and

assistance with development of the annual operating and capital budgets. The CFO must be able to develop and present coherent monthly financial reports that provide critical and timely information to policymakers. A collegial style with other department heads is very important.

The salary range is \$126,525 +/- DOQ. Residency in the City of Elgin is not required. Position requires graduation from an accredited college or university with a degree in finance, accounting, business or public administration or related field plus 7 – 10 years experience in public finance. Experience with fund accounting and/ or a CPA important. To apply, submit resume, cover letter and contact information for five professional references by January 12, 2015 to [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Heidi Voorhees, GovHRUSA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100. The City of Elgin is an equal opportunity employer.

### **City of Highland Park, Facilities Technician**

The City of Highland Park, Illinois (population 29,763) is accepting applications to fill the position of Deputy Director of Finance. The City of Highland Park is located in the south east corner of Lake County about 26 miles north of downtown Chicago.

#### **MAJOR RESPONSIBILITIES:**

- Performs variety of skilled duties in one or more of the building trades, such as painting, carpentry, minor electrical, cement masonry, dry wall or other recognized crafts for the purpose of maintaining, repairing or remodeling city-owned and

operated buildings and facilities, to include H.V.A.C. and other mechanical systems.

- Administers and manages contractors and temporary staff to provide for maintenance, repair and custodial work for all City-owned and leased facilities.
- Assists with overall inspection and coordination with engineers, insurance representatives and design professionals to ensure comprehensive maintenance for all facilities including the streetscape areas in the City's
- Maintains or oversees the maintenance of all heating, ventilation and air conditioning, and mechanical building systems.

#### **COMPENSATION:**

The starting salary for the position will be in the range of \$46,948.00 - \$70,324.00 annually depending on qualifications, plus an excellent benefits package. The City offers multiple health insurance options, employer provided dental and life insurance, flexible spending plans, vacation and personal time.

#### **QUALIFICATIONS:**

- Graduation from high school or GED equivalent. Course work in HVAC, electrical, carpentry, construction techniques and/or a related facilities course is preferred
- Three years related work experience in area related to position required. Evidence of satisfactory past work-related experience in Public Works or the Construction Trades.

- A valid Illinois driver's license or equivalent is required.
- Certification in HVAC preferred.

**TO APPLY:**

Completed applications due online due by January 12, 2015 by 5:00 p.m. Only online applications accepted. Apply at [www.cityhpil.com/employment](http://www.cityhpil.com/employment) and select Facilities Technician

The City of Highland Park is an Equal Opportunity Employer

**Village of Campton Hills, Full-Time Administrative Assistant**

The Village of Campton Hills is seeking a full-time Administrative Assistant for the Village Hall. Under the supervision of the Village Administrator, the position works closely with all Village staff, department heads, elected officials, and Village committees to carry out Administrative, Building, and Police Department services. The Administrative Assistant's primary duty is to respond to residents, businesses, contractors and other customers who contact the Village Hall for service. The Village Hall hours are from 9:00 a.m. – 4:00 p.m. Monday through Friday; however, the Administrative Assistant is expected to work an average of 40 hours per week as a full-time employee. The Administrative Assistant may also be asked to take on additional responsibilities including but not limited to attending Village events and serving as the Deputy Clerk which may require some night and/or weekend hours.

Eligible candidates must have a high school diploma, a minimum of two years of office experience, and a valid driver's license. The ideal candidate will possess strong written and oral communications skills, excellent

computer skills, a welcoming and approachable work style as well as an advanced degree, certification or combination of equivalent training or experience. Government experience preferred but not required.

Starting salary \$30,000 - \$35,000 DOQ plus benefits.

Submit cover letter and resume by email to:

Jennifer Johnsen, Village Administrator  
 Village of Campton Hills  
 40W270 LaFox Road, Suite B  
 Campton Hills, IL 60175  
[johnsen.camptonhills@gmail.com](mailto:johnsen.camptonhills@gmail.com)

Position open until filled. The Village of Campton Hills is an Equal Opportunity Employer.

**Village of Deerfield, Administrative Internship**

The Village of Deerfield, Illinois is seeking applications for the position of Administrative Intern within the Village Manager's Office. Under the direct supervision of the Assistant to the Village Manager, the Administrative Intern assists in the general administration of local government through special projects and assignments.

The position assists in communicating Village policies to departments, Village Board members and the general public; this may include drafting correspondence and preparing presentations. The position will participate in various organizational and execute staff meetings and collaborate with department directors to ensure Village services are provided appropriately. Essential job functions including preparing various public information documents, including updates to the Village's website and writing articles for the Village's newsletter. Other communications work



may include assisting with the Public Access Channel and procuring grants for funding. The position will be expected to conduct assigned research, prepare reports containing proposed and recommended solutions or courses of action, assist in planning and implementing special events, and providing professional customer service and general complaint resolution.

Bachelor's Degree in Political Science, Government, Communications, or related field and active enrollment at an accredited college or university graduate program towards a Master's Degree in Public Administration, or related field is required. The ideal candidate will serve in the position through the completion of their course work. The Village will be flexible with the intern's academic work schedule and will assist with the completion of graduate school requirements for the position. The position will work approximately 20-hour work weeks with the availability for additional hours during school breaks. Some public meeting attendance will be required. The Village will pay for memberships and meeting attendance for IAMMA and ILCMA.

This part-time position will be paid \$17.70 - \$22.90/ hour dependent upon experience and qualifications. Interested candidates should submit a cover letter, resume, and employment application to Dan Elsass (PH: 847.719.7403), Human Resource Coordinator, at the Village of Deerfield: 850 Waukegan Road, Deerfield Illinois 60015, or via email (preferred) to [delsass@deerfield.il.us](mailto:delsass@deerfield.il.us) Applications will be accepted until position is filled. Village application forms and a detailed job description may be obtained on the Village of Deerfield website at: [http://www.deerfield.il.us/departments/village\\_managers\\_office/human\\_resources.aspx](http://www.deerfield.il.us/departments/village_managers_office/human_resources.aspx)

*The Village of Deerfield is an Equal Opportunity Employer*

### **City of Highland Park, Assistant City Forester**

The City of Highland Park, Illinois (population 29,763) is accepting applications to fill the position of Deputy Director of Finance. The City of Highland Park is located in the south east corner of Lake County about 26 miles north of downtown Chicago.

#### **MAJOR RESPONSIBILITIES:**

- Assists the City Forester in managing the City's urban forest to ensure trees are cared for and protected. The work involves the administration of Forestry service contracts, processing tree removal permits and reviewing building permits to ensure compliance with tree preservation requirements as specified by City Code.
- Helps administer the tree purchasing, planting, removal, trimming and grounds maintenance contractor.
- The Assistant City Forester is responsible for independent decisions requiring technical knowledge relating to arboriculture, grounds maintenance, tree planting and tree preservation with a strong working knowledge of general construction. Good judgment and discretion is needed in reviewing and inspecting construction projects. Work is subject to technical and administrative review by the City Forester.
- Reviews building permits for conformance with Highland Park's Tree Preservation Ordinance and inspects projects in the process of construction for compliance with the approved plan.

- Inspects tree removal permit applications, rejecting or approving the permits as dictated by the City Code.
- Administers Code Enforcement related to trees.

**COMPENSATION:**

The starting salary for the position will be in the range of \$42,057.00 - \$63,086.00 annually depending on qualifications plus an excellent benefits package. The City offers multiple health insurance options, employer provided dental and life insurance, flexible spending plans, vacation and personal time.

**QUALIFICATIONS:**

- Graduation from an accredited college with a Bachelors degree in forestry or a closely related field or commensurate education and experience.
- Experience in municipal government desired with an emphasis on the ability to acquire knowledge of City policies, laws and regulations. Minimum of one year related work experience required.
- Certified Arborist. A valid Illinois driver's license or equivalent is required.

**TO APPLY:**  
Completed applications due online due by January 12, 2015 by 5:00 p.m. Only online applications accepted. Apply at [www.cityhpil.com/employment](http://www.cityhpil.com/employment) and select Assistant City Forester

The City of Highland Park is an Equal Opportunity Employer

**City of Geneva, Administrative Assistant-Economic Development**

The City of Geneva is seeking a part time Administrative Assistant to work in the

Economic Development Department 19 hours per week. This position assists in entering and updating the database for the department. Duties include generating a monthly e mail for visitors for distributions through Fox Valley Values. The candidate will assist in website upkeep for Explore Geneva, Business and Development and Cultural Arts The candidate will assist with the coordination and communication for the Business Improvement and Retention committee.

Applicant must have a high school diploma and a minimum of two years' experience in the office environment. The candidate must possess strong written and oral communications skills and have excellent computer and software skills with the ability to learn and handle multiple projects at once. Experience in marketing, social media and some experience with photo editing software and/or page layout design a plus.

To apply send completed job application and cover letter to: Lisa Jepson, Human Resources Manager, City of Geneva, 22 S. First Street, Geneva, Illinois 60134, no later than 5 p.m. on Friday January 16, 2015. Applications are available at [www.geneva.il.us](http://www.geneva.il.us). Please contact Human Resources at 630-232-0867 or via e mail at [ljepson@geneva.il.us](mailto:ljepson@geneva.il.us) for further information.

Starting Hourly Salary: \$20.3913

The City of Geneva is an Equal Opportunity Employer

**Rock Island County, County Administrator**

Rock Island Co, IL (pop. 147,258) County Seat: Rock Island. Rock Island County is a progressive county located in the Quad Cities Metropolitan Area (360,000 pop.) adjacent to the Mississippi River. Rock

Island County is a mix of rural and urban lifestyles and is home to quality schools, a wide variety of housing options, and a variety of recreational opportunities. The County is seeking candidates with strong interpersonal communication skills and a dedication to professional management to serve as its first County Administrator. The County Administrator is hired by a 25 member Board. The County is a full service county with 800 employees (including seasonal) and a total budget of \$73 million. This first County Administrator will work closely with a talented staff in the effective administration of county services in a professional work environment. Successful candidates will have well developed collaborative skills, a history of a team oriented management style, experience with labor relations and budgeting and finance. Candidates will be required to have a Bachelor's degree in public or business administration or related discipline along with at least 5 -7 years of progressively responsible local government experience. Prior county experience is highly valued. Master's Degree is desired. Starting salary is \$135,000+/- DOQ. Residency within the county is required within six months. The County provides an excellent benefit package. Candidates should apply by January 20 with resume, cover letter and contact information for 5 work related references to [www.GovHRUSA.com/current-positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment) to the attention of Karl Nollenberger, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401-3100.

**City of Rolling Meadows, Full-Time Computer Technician in the Administration Department (Information Technology Division)**

The Rolling Meadows Administration Department (Information Technology

Division) is seeking qualified applicants for the position of Full-Time Computer Technician. This position assists the Information Technology Coordinator carry out all the duties and responsibilities of the Information Technology Department and consists of, but not limited too, maintaining, repairing and supporting the City's computers, AV, and phone networks.

Minimum qualifications:

- Valid Illinois driver's license,
- Ability to lift and carry weights up to forty (40) pounds,
- Ability to work flexible hours (including nights and weekends),
- Two year degree in an Information Technology related field or direct work experience,
- One to two years of practical experience performing essential position tasks, and
- Ability to successfully complete the City's screening process.

The salary range for this position is (as of January 1, 2014) is \$44,183 to \$63,119. Bilingual (Spanish) and/or minority candidates are encouraged to apply.

The Full-Time Computer Technician position requires an individual who likes working in an office environment with numerous tasks and responsibilities. In addition, there will be some evening (and/or weekend) and field work assigned to this position. Any interested candidate who has additional questions regarding the job description or duties can contact IT Coordinator Justin Chiappetta at (847) 394-8500 x 6001.

Applications and job descriptions are available at City Hall or at [www.cityrm.org](http://www.cityrm.org). Send resume and application to the Human Resource Department, City of Rolling

Meadows, 3600 Kirchoff Rd. Rolling Meadows, IL 60008. The City of Rolling Meadows is an Equal Opportunity Employer.

Open Until Filled

### **Village of Winnetka, Plan Examiner, Community Development Department**

The Village of Winnetka seeks a Plan Examiner for its Community Development Department to provide detailed and thorough examinations of construction documents for code compliance of structural, life safety, fire prevention, energy conservation, and mechanical elements of new construction and alterations/additions to existing residential, commercial, or institutional structures within the Village.

#### Desired Minimum Qualifications:

- Bachelor's degree in engineering, architecture, or construction management or ICC Plans Examiner certifications in multiple trades.
- Five or more years' work experience in design and construction, building department field inspection, and plans examiner duties.
- ICC Residential, Commercial, and Institutional Inspection certifications in multiple disciplines preferred.

#### Other Requirements:

- Excellent verbal and written communication skills.
- Good organization and prioritization skills.
- Ability to provide excellent customer service and to work effectively with the general public, contractors, governmental agencies, and employees.
- Extensive knowledge of ICC Code Series, local building codes, accessibility and current construction procedures/technology.

- Ability to read blueprints and associated documents, including structural calculations, manufacturer's cut sheets, energy calculations, etc.
- Responsible for the review of plans and specifications to ensure compliance with appropriate construction codes.
- Working knowledge of Microsoft Office and building permit tracking software; ability to learn other software as required.
- Ability to perform advanced math, use decimals to compute ratios and percentages, and tabulate data to create spreadsheets.
- Valid driver's license and safe driving skills.

The weekly work schedule is normally 37.5 hours in duration, Monday through Friday, 8:30 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, or work in progress. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet. Outdoor work in all weather conditions may be occasionally required.

Salary range: \$59,840 to \$92,065 (DOQ) plus excellent benefits.

The Village of Winnetka (population 12,200) is an established North Shore suburban community, located approximately 20 miles north of Chicago and has a Council-Manager form of government. The role of the Community Development Department is to protect the health, safety, and welfare of Winnetka's citizens through its oversight of building construction, zoning administration, code enforcement, health and sanitation, as well as short- and long-range planning. There are 7 full-time employees in the department, plus one part-time employee, and two contractual inspectors. In calendar year 2014, the

department is projected to issue 1,216 permits.

Position is open until filled. Applications may be obtained in person or downloaded from the Job Opportunities page at [www.villageofwinnetka.org](http://www.villageofwinnetka.org). Direct inquiries and submit cover letter, resume and application to:

Human Resources  
Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093  
Email: [hr@winnetka.org](mailto:hr@winnetka.org)

### **City of Burlington, WI, City Administrator**

Burlington, Wisconsin (10,511 residents), located 30 miles southwest of Milwaukee and 70 miles northwest of Chicago, is seeking an experienced municipal executive to lead its organization consisting of 72 full time employees and a \$19 million total budget. Nestled along the Fox River, Burlington offers a superior quality of life – to live, work and play – for its residents and visitors alike. The City is seeking candidates with a record of significant economic development accomplishment in a growing, full-service community (including Library and Municipal Airport) of similar size to Burlington or larger. Successful candidates will be comfortable working collaboratively with elected officials and active/involved citizens, and other units of government. Bachelor's Degree in public administration, business administration or related field required; Master's Degree preferred. Ideal candidate should have at least 5 years increasingly responsible public management experience in similar community or employed as an Assistant in a larger community, or a combination of relevant experience and training. Must have a strong general management and

administrative leadership background, including a proven history in the areas of personnel and union/labor negotiations; possess sound financial ability, plus 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. Appointment by the Common Council. Residency preferred. Starting salary: \$100,000 +/- DOQ. Candidates should apply no later than **January 16, 2015** with resume, cover letter and contact information for 5 references to [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Mark J. Morien, GovHR USA, 650 Dundee Road #270 Northbrook, IL 60062 Tel: 847-380-3240; Fax: 866-401-3100.

### **City of Wautoma, WI, City Administrator/Clerk-Treasurer**

Pop. 2200 Progressive county seat community in central Wisconsin. Mayor and six non-partisan council members. \$6.4M total budget; 14 FT, 12 PT employees. Salary \$65K to \$75K plus benefits, DOQ.

Bachelor's, prefer master's in public administration/related and three years progressive municipal administration experience. Desire a strong background in budgeting/finance, economic development and redevelopment; grant writing, capital improvement planning. High level of integrity with open and positive communication skills; a team builder in addressing community problems, a commitment to public service and a history of stable tenures. For Administrator/Clerk-Treasurer profile visit community website at



[www.cityofwautoma.com](http://www.cityofwautoma.com) or contact Public Administration Associates, LLC at [paassoc@northnet.net](mailto:paassoc@northnet.net).

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, P. O. Box 282, Oshkosh, WI 54903; e-mail [paassoc@northnet.net](mailto:paassoc@northnet.net); phone 920-235-0279; by January 23, 2015. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

**IMPORTANT UPCOMING EVENTS:**

**January 7, 2015**

Legacy Brown Bag Luncheon  
Geneva, IL

**January 15, 2015**

ILCMA Professional Development  
Harry Caray's, Lombard

**January 15, 2015**

Metro Manager Luncheon  
Harry Caray's, Lombard

**January 21, 2015**

IAMMA South Regional Meeting  
Gattos, Tinley Park

**January 28, 2015**

IAMMA North Regional Meeting  
Dave & Busters, Vernon Hills

**January 30, 2015**

CGS/ILCMA Financial Forecast Forum  
NIU Naperville

**January 31, 2015**

SWICMA Winter Dinner  
O'Fallon

**February 4, 2015**

IAMMA Central/West Regional Meeting  
The Filling Station, St. Charles

**February 4, 2015**

Legacy Brown Bag Luncheon  
Arlington Heights

**February 25 – 27, 2015**

ILCMA Winter Conference  
Normal, IL

**April 1 -2, 2015**

ICMA Young Professional Leadership  
Institute  
Evanston

**April 2 – 3, 2015**

ICMA Midwest Region Summit  
Evanston

For complete information visit the ILCMA  
calendar at

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