



Job Mart

City/County Management in Illinois

Job Supplement

July 2009

City of St. Charles, Public Service Manager

Job Description

The Public Services Manager manages the operations of street, storm sewer, fleet, facilities maintenance, and related public services activities. Will supervise staff and work involving the use of judgment and planning in the repair and maintenance of public works infrastructures. Responsible for developing long-range plans and objectives, maintaining current knowledge of public works developments/techniques, and assisting in the preparation and administration of the annual budget by satisfying and maintaining all reporting requirements in an accurate and timely manner. This position will also be responsible for exceeding customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered.

Requirements

Applicants must have thorough knowledge of the principles and practices of public works administration, project management, budgeting, cost control, inventory control, purchasing, and record keeping. A strong knowledge of materials, methods, techniques, tools, and equipment used in street, fleet, and facilities maintenance and repair work; the occupational hazards involved and the safety precautions necessary to the safe performance of heavy manual work and equipment operation; and demonstrated experience with the operation of snow and ice control are required. The ability to prioritize, organize, and delegate,

effectively communicate both verbally and in writing, and solid skills with software programs such as Windows, Word, Excel, Access, etc. also are required.

Applicants must have a Bachelor's degree in Engineering, Architecture, Public Administration, Business, or related field, a minimum of ten (10) years experience in construction, maintenance, and repair of infrastructures, a minimum of three (3) years progressive supervisory experience, or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Salary

Salary is commensurate with experience. Excellent benefits.

The position closes at 4:30 pm on Friday, July 24, 2009.

Apply on line at www.stcharlesil.gov. Resumes can be attached in the on-line application.

The City of St. Charles is an Equal Opportunity Employer

City of Naperville Emergency Management Coordinator

The City of Naperville's Fire Department is currently seeking an Emergency Management Coordinator to work under the direction of the Naperville Fire Chief. The Emergency Management Coordinator will plan, design, implement, and communicate the emergency management program for city-wide preparedness and response to natural or

man-made emergencies, including terrorism. The incumbent in this position will coordinate various internal and external resources to integrate and prioritize efforts necessary to respond appropriately to the nature and magnitude of the emergency.

Key to the success of this position will be establishing and maintaining effective working relationships with federal, state and local governmental agencies and community partners (including corporate, academic, citizen and medical groups) to coordinate emergency preparedness response, mitigation and recovery programs. The individual selected will be responsible for facilitating cooperation between the public and private sector by reaching out to the business community to assist with their planning and training efforts.

The chosen candidate will also be expected to prepare and provide training to all city employees, public officials and local organizations regarding emergency planning and response; audit and evaluate departmental readiness to respond to Emergency Operations Center (EOC) exercises and disasters; manage and coordinate efforts to explore and secure external funding opportunities; oversee grant availability and application for state and federal funding for emergency preparedness; function as the department's information representative with the media concerning emergency incidents; and will be responsible for the preparation and administration of the program budget.

Skills in managing or serving as a consultant during emergency incidents, deployment analysis, and decision-making are essential for this position. Additionally, knowledge of applicable federal, state and local laws and the ability to influence individuals at all management levels and quickly and accurately analyze the core issues and

actions needed to respond to an emergency in progress are also crucial.

To qualify for this position, candidates must possess a Bachelors degree in Emergency Management, Public Administration, Criminal Justice, Business Administration, Fire Science or a related field. A related Masters degree is preferred. Additional requirements include five to seven years of experience in emergency services, criminal justice, civil defense or public administration as well as a Certified Emergency Manager (CEM) certification or willingness to pursue within one year of appointment.

The City of Naperville, Illinois is a dynamic community of 140,000 residents, conveniently located 28 miles west of Chicago. *Money Magazine* recently named Naperville as the third best city in the United States in which to live. And it's also a great place to work! Our municipal government employs over 1,000 dedicated individuals in a wide range of job categories. In return for your "*great service all the time*", we'll provide you with a starting salary from the mid 70's to low \$90's based on experience, in addition to an outstanding benefits package.

For additional information, please visit our website, www.naperville.il.us; or to apply, please e-mail your cover letter and resume to apply@naperville.il.us.

The City of Naperville is an Equal Opportunity Employer.

City of Mascoutah, City Manager

The City of Mascoutah (pop. 6,737) is seeking a promising leader with a record of accomplishment. The City's annual budget is \$16.4 million with 64 employees. Mascoutah is a proud and diverse City, with a historic downtown and a broad range of housing; active volunteer community;

outstanding parks and highly rated schools; growing commercial, cultural and entertainment corridor/district; significant infrastructure projects in place; great Southern Illinois location bordering Scott Air Force Base and MidAmerica Airport; located 23 miles east of St Louis, MO.

Experience/Education: Position requires 10 years of progressive management experience / responsibility; 3 years minimum in City/Town Management (prefer 5+ years); demonstrated success in commercial economic development, down town revitalization; must have BA/BS, highly desire MBA/MPA; city residency required within 12 months of hire. Credentialed Manager (ICMA) desired.

Skills Desired: Collaborative and dynamic leader experienced in commercial economic development in a diverse community. Able to work closely with the City Council to plan and execute budgeting, long and short term planning and economic development for the City. Must be a consensus builder, able to solicit and use community involvement to develop plans. Candidate must have excellent interpersonal communication skills to work with the council, staff, community and organizations which represent the business and population base.

Salary: Commensurate with experience and qualifications (excellent benefits).

Submit resume and salary history to: City of Mascoutah, Attn: Kari Haas, City Clerk – Candidate Search Committee, 3 West Main Street, Mascoutah, Illinois 62258 or by email to khaas@mascoutah.com. Must be received by July 31, 2009. EOE

Village of Gurnee, Public Works Department, Fleet Management Administrator

Gurnee, IL (pop. 32,000) - A full service community located midway between Chicago, IL and Milwaukee, WI seeks an experienced fleet management professional to lead the Vehicle Maintenance Division of the Public Works Department. There are 3 mechanics assigned to the Vehicle Maintenance Division with an operating budget of approximately \$358,000.

Position requires a valid Class “B” or higher Commercial Drivers License with tanker and air brake endorsements. Other qualifications: Associates degree in business administration or related field; five years fleet experience, including 3 years supervisory experience; or equivalent combination of education and experience. Experience working with CFA; public sector fleet management experience; participative supervisory style; solid organizational skills; strong administrative abilities, and well developed writing skills also important. Salary hiring range: \$70,000 to \$75,000 (+/-) DOQ.

Additional information concerning position qualifications and application instructions can be found on our website at www.gurnee.il.us under job opportunities. Submit application materials as directed by 4:00 p.m. Friday, July 17, 2009.

Accounting Supervisor, Park District of Oak Park

The Park District of Oak Park, created in 1912, serves the recreational needs of the 53,000 residents of Oak Park, providing over 3,000 recreation programs and special events annually. Overseen by a Board of five elected officials, the District owns an Administrative Center, two outdoor pools, an indoor ice rink, the Oak Park

Conservatory, Cheney Mansion, Pleasant Home, a gymnastics center, seven recreation centers plus 13 parks totaling 80 acres of parkland. Through the programs and facilities the Park District of Oak Park provides, we significantly contribute to the quality of life in Oak Park.

The Park District of Oak Park seeks an Accounting Supervisor. This position manages the day-to-day accounting and investment functions of the District by maintaining and producing financial information and accounting tasks of Park District accounts and records.

Qualifications: Comprehensive knowledge of proper business and accounting methods and of proper business and accounting terminology and reporting process; ability to organize, direct and supervise the work of subordinate employees; ability to maintain positive and effective working relationships with other employees and the public; good written and oral communication skills; ability to work with minimum supervision, to solve problems comprehensively and to produce neat and accurate work on a timely basis; ability to perform required duties with initiative, good judgment, accuracy, persistence, integrity, tact, confidentiality and courtesy.

Education & Work Experience: Graduation from an accredited four year college or university with major course work in business administration, finance, accounting or related field. Considerable knowledge of governmental accounting principles and prudent investment; a minimum of two years experience in a position requiring similar duties and supervisory tasks, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

For a complete job description and to apply, visit our website at

<http://www.oakparkparks.com/Jobs/jobs.htm>
. Applications must be completed online by July 5, 2009. Resume & cover letter may be uploaded online. Email, fax and mailed submissions will not be accepted. The Park District of Oak Park is an Equal Opportunity Employer.

Park District of Oak Park Mission: In partnership with the community, we provide quality parks and recreation experiences for the residents of Oak Park.

City of Sterling, Assistant City Manager

The Assistant City Manager – HR Manager
The City of Sterling, IL (pop. 15,500) seeks a dynamic professional to provide strategic leadership and oversight of the City's human resources functions and assist the City Manager in day-to-day functions. This position is ideal for the candidate who seeks to have a significant impact in a community and influence the transition process leading to a more effective and progressive organization. The City has a total 2008 budget of \$20,000,000, employs 100+ employees and has two collective bargaining units.

The ideal candidate is a dedicated team player who can work with individuals of all backgrounds, manage self-initiated projects and promote a positive team-focused work environment. The successful candidate will possess a Bachelor's degree in Public Administration or a related field with preference given to a master's degree. Expertise and experience in Human Resources Management is required. Additional experience or knowledge in the areas of budgeting, public relations, labor relations and technology preferred.

Salary DOQ: (\$59,328-\$70,841). The City provides an excellent benefit package including health insurance, vacation and

pension. City residency within one year is preferred.

Confidential resumes should be sent to Scott Shumard, City Manager, City of Sterling, 212 Third Avenue, Sterling, IL 61081. Resume review will begin July 13, 2009. EOE.

Ashland, WI, City Administrator

The City of Ashland (pop. 8600) is a progressive, civic oriented community on Lake Superior with excellent quality of urban and rural life. Mayor and eleven nonpartisan Council Members. \$17M budget; 110 full-time employees. Salary \$68K - \$78K plus benefits, DOQ.

Require bachelor's, prefer master's degree in public administration/related field with at least 5 years experience in local government administration including strong leadership and communication skills, with knowledge of planning, economic development, finance, engineering, public works, water and wastewater utilities and budget administration. Visit community web site at www.ci.ashland.wi.us/.

Send cover, resume, salary history and references to Public Administration Associates, LLC, P.O. 282, Oshkosh, WI 54903; e-mail paassoc@northnet.net; phone 920-235-0279; by July 10, 2009. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

IMPORTANT UPCOMING EVENTS:

July 10, 2009

SWICMA July Meeting
O'Fallon, IL

July 17, 2009

GMIS Illinois Summer Safari Meeting
Hoffman Estates, IL

July 17, 2009

IAMMA/IPELRA Joint Meeting
Oak Brook Public Library

July 22, 2009

ILCMA/IGFOA Present Rightsizing to Realities
NIU Naperville

August 20 – 21, 2009

Downstate/SWICMA Summer Meeting
O'Fallon, IL

September 12 – 16, 2009

ICMA Conference
Montreal, Canada

September 24 – 26, 2009

IML Conference
Chicago, IL

For complete information please visit the ILCMA calendar at

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