



Job Mart

City/County Management in Illinois

Job Supplement

July 2010

Village of South Barrington, Village Administrator

South Barrington is a home-rule community of approx. 4500 residents. It is located in northwest Cook County in Barrington Township near I90 and Barrington Rd.

South Barrington is a stable municipal government. The current Village President is serving his fourth term and the retiring Administrator has served 11 years. The Administrator reports to the Village President and six Trustees who are elected to staggered four-year terms.

The Administrator is responsible for the day-to-day operations of the Village, oversees the General Fund Budget of \$9.4 million, and is responsible for Village administration other than the Police Department. The Village is an IMRF municipality offering a standard benefit package. Starting salary is commensurate with experience and qualifications. Residency is not required. Position is available October 18, 2010.

Candidates must meet the following requirements:

- BA/BS in public administration, business administration, public policy or related field.
- Five years of administrative/management experience in municipal government preferred.
- Well rounded experience in municipal administration.
- Strong background in all areas of fiscal management.
- Skilled in public relations, labor negotiations.
- Excellent communications abilities.

- Approachable, professional personality.

Submit cover letter with contact information, resume, five professional references, and five years of salary history no later than August 6, 2010. Submittal by email is requested in pdf format to villageclerk@southbarrington.org.

Village of South Barrington
30 South Barrington Road
South Barrington, IL 60010
Ph. 847.381.7510

United City of Yorkville, Finance Director

The United City of Yorkville is seeking an experienced, professional individual to direct its Finance Department. The United City of Yorkville is located 50 miles southwest of the city of Chicago, and is the county seat of the fastest growing county in the nation, Kendall County, Ill. The City has a total FY 10/11 budget of \$24 million, a general fund of \$11 million, and has 85 full-time employees. The Finance Director will manage all aspects of the department and will be responsible for the supervision of three employees. This position reports directly to the City Administrator, but is appointed by the Mayor with the advice and consent of the City Council. The City seeks candidates experienced in accounting, budgeting, fiscal analysis and planning, utility billing, customer service, and supervising a team of employees. Candidates must have 5 years of progressively responsible experience in managing a municipal Finance department, or related experience. Candidates must be strongly skilled in policy analysis, public presentations, interpersonal communications and have comprehensive knowledge of the principles and practices of finance as applied to municipalities. A bachelor's degree in economics, finance, accounting, or business management or related field is required and a CPA is strongly preferred.

Salary range is \$70,279 to \$94,999, with starting salary depending on qualifications and experience. Residency is not required. Qualified candidates can download an application form by going to the city's website at

http://www.yorkville.il.us/depts_employment.php. Submit completed application forms, a cover letter, and resume to Meghan Ostreko, Human Resources, 800 Game Farm Yorkville, Yorkville, IL 60560 or via e-mail to mostreko@yorkville.il.us. All applications must be submitted by 4 p.m., Wednesday, July 21.

City of Evanston, Finance Division Manager

AN EQUAL OPPORTUNITY EMPLOYER
M/W/D

DEPARTMENT:	ADMINISTRATIVE SERVICES
DIVISION:	FINANCE
POSITION TITLE:	FINANCE DIVISION MANAGER
JOB TYPE:	1474
PAY GRADE / RANGE:	EXEMPT RANGE B / \$83,820 - \$120,878*
FLSA STATUS:	EXEMPT
CIVIL SERVICE STATUS:	EXEMPT
OPENING DATE:	JUNE 28, 2010
CLOSING DATE:	JULY 16, 2010

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

NATURE OF WORK:

Under general direction of the Administrative Services Director, the Finance Division Manager oversees the financial activities of the City through the divisions of Accounting and Purchasing/Accounts Payable to accomplish the preparation of the annual comprehensive financial report, collecting and accounting for revenues, controlling purchasing expenditures, investing City funds and assists in the annual preparation of the City budget. The Finance Division Manager serves as a key advisor to the Administrative Services Director on all fiscal policy matters, including accounting and

financial reporting; payroll and pension administration; financial planning and financial forecasting; budget development and management; accounts receivable; purchasing and accounts payable; cash management and investing; debt management and related functions. The Finance Division Manager assists the Administrative Services Director in preparation of the annual budget; manages the two divisions of the department; monitors the cash position of the City; administers debt programs in accordance with City policy; works to maintain the City's excellent credit rating from both Moody's Investor Services and Fitch; prepares and implements financial policies for the City. Works with staff and operating departments to ensure that financial policies and practices are consistent with operational needs, and that generally accepted business practices and City policies are followed. The Finance Division Manager is required to attend City Council, Council committees, other City committees, various neighborhood meetings, and meetings with other agencies as needed in order to further the goals of the Finance Department and the City of Evanston as needed.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Supervises Division Managers in Accounting and Purchasing/Accounts Payable; assigns projects and activities; monitors work activity, evaluates performance, initiates and/or reviews discipline; hires and approves hiring of other employees by Division Managers.
- Oversees preparation of the Comprehensive Annual Financial Report and other financial and statistical reports. Coordinates audit with CPA firm to include preparation of reports and correspondence. Uses result of the audit to improve processes and accounting methods.
- Assists in the preparation of the annual City budget, including both revenue and expenditure history analysis and future projections, working with all departments and all funds.
- Monitors the cash position of City funds. Prepares cash forecasts and compares actual

cash flow to forecasts for City funds as needed.

- Invests excess cash in accordance with approved policies. Monitors both short- and long-term investments on a daily basis to ensure resources are secure and earning a competitive return.
- Administers debt programs in accordance with City policy. Arranges the sale of City debt as required to fund the Capital Improvement Program. Oversees the preparation of financial data for inclusion in the Debt Official Statements and in credit reports to Moody's Investor Services, Fitch, and other credit rating agencies.
- Responsible for Tax Increment Financing District accounting and financial management.
- Serves on the Capital Improvement Program team. Plans the funding for the program in keeping with City Council budget policy.
- Provides technical support and participates in the formulation and execution of the City's financial policies.
- Provides technical support and participates in the analysis of economic development proposals; provides staff support as appropriate to the Economic Development Committee.
- Directs the formulation of financial analyses, reports, work programs and informational summaries; interprets and summarizes such studies, including quarterly budget and investment reports.
- Works with other Managers to coordinate financial policies and procedures within overall City goals, objectives, policies and practices.
- Attends night and weekend meetings as required.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- B.A. degree in finance, accounting or related discipline from an accredited college or university; master's degree in finance, accounting or public administration preferred; CPA preferred.
- 8 - 10 years of increasingly responsible experience in government/municipal finance administration or accounting, including five

years of supervisory and upper management responsibility.

- Preferred Skills and Abilities:
 - Experience planning, organizing, directing and conducting the administrative and management functions of a multi-divisional department.
 - Proven ability to effectively manage staff and build and maintain positive working relationships with employees at all levels of the organization.
 - Experience in financial management, and a thorough understanding of financial constraints faced by local government.
 - Experience in organizations where participative management concepts and strong customer service prevail.
 - Demonstrated skill in sound problem-solving, communications, managerial and budgetary skills.
 - Demonstrated excellence in communication skills, including written, verbal and listening, including public presentations.
 - Demonstrated skill as a manager with a functionally diverse staff.
 - Demonstrated skill in business software applications, including but not limited to word processing, spreadsheet, data base, and presentation software; ability to learn JDEdwards/Oracle financial and related software program and applications used by the City of Evanston.
 - Demonstrated knowledge of the principles and practices of governmental finance administration including accounting, budgeting, collections and purchasing.
 - Ability to provide creative resolutions in budgeting and finance methods.
 - Ability to establish and maintain effective working relationships with a diverse group of City officials, staff and citizens throughout the City and outside of the organization.
 - Ability to learn, understand and apply federal and state statutes and financial requirements, City ordinances, rules, regulations, and procedures.

- o Ability to articulate complex issues in a manner understandable by lay persons.
- o Ability to read, understand and interpret statutes, rules, regulations, ordinances, policies and procedures, journals, newspapers, memos, letters, reports, legal documents, and financial documents.

SUPERVISION:

The Finance Division Manager reports to the Administrative Services Director, and is responsible for overall management of the Finance Division and City financial policies and practices. Guidance is provided via the City Code, City financial policies (e.g., budget policy), state statutes, the General Accounting Standards Board, and other related governmental or other agencies. The employee must work independently, within the overall framework set by the Administrative Services Director. The employee is responsible for prioritizing work tasks, and for identifying and utilizing the appropriate resources to reach the desired goal. The Finance Division Manager works closely with other City employees in order to achieve goals and objectives of the City in financial matters. Performance is reviewed through observation, completion of projects, status reports, conferences, and on-going communication with the Administrative Services Director. Work is formally evaluated at least annually, with respect to financial expertise, achievement of goals and objectives, problem-solving ability, analytic skills, communication skills, presentation skills and performance in accordance with this classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with City employees and representatives of other agencies, including bond rating agencies. The Finance Division Manager may serve as the City’s official representative as appropriate at meetings, presentations and conferences.

SELECTION METHOD

Skills Test

Structured Oral Interview

Qualifications Assessment

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).

Village Carol Stream, Finance Director

The Village of Carol Stream (pop. 40,738) seeks an innovative professional to lead its Finance Department. Located 30 miles west of Chicago, Carol Stream is a vibrant community with 10 square miles of residential, commercial, and industrial uses. The Village has a total FY 11 budget of \$38,219,597, an operating budget of \$31,169,570, and 162 full-time employees across seven departments. The Finance Director reports directly to the Village Manager and provides the organizational direction and leadership of the Finance Department with a staff of 9 employees.

Qualified individuals will have a strong background in planning, organizing and directing the administrative, management, and operational functions of a municipal finance department consisting of budgeting, accounting, payroll, debt administration, cash management and financial reporting. The Director of Finance is responsible for annual and long-range financial forecasts, monitors revenue and expenditure trends, recommends and administers policies and procedures; and assumes responsibility for a variety of investment and expenditure activities. This position also serves as Village Treasurer and Treasurer of the Carol Stream Police Pension Fund. Ideal candidates will have a Bachelor’s Degree in Business, Public Administration, or related field, with

major courses in governmental accounting, business administration and/or financial management, and 10 years of progressively responsible experience in municipal finance operations. MA, MPA, CPFO or CPA preferred.

Salary for this position will be commensurate with experience. Excellent benefit package provided. Send cover letter, resume and salary requirements to: Village of Carol Stream, Caryll Rebholz, Employee Relations Director, 500 N. Gary Ave., Carol Stream, Illinois 60188; fax: 630-462-3754; email: crebholz@carolstream.org.

Employment application and additional information on the Village of Carol Stream can be obtained at www.carolstream.org. Interested candidates should submit requested information by Friday, July 23, 2010. EOE

City of Beloit, WI, Assistant to the City Manager

The Manager's Division is seeking qualified candidates for the following position:
Assistant to the City Manager – full time

DESCRIPTION:

Seeking highly responsible management level individual responsible to perform complex research, administer and manage activities in support of the City Manager. Will serve as Acting City Manager in the Manager's absence; will function as Sustainability Coordinator; will manage a number of special projects and activities; will be responsible for periodic grant administration; and will coordinate various customer service, public information and education functions with other staff in the Manager's office.

Requirements - Requires graduation from an accredited four year college or university with a degree in public or business administration, political science or closely related field. Masters Degree in Public or Business Administration, Political Science or a related degree is highly desirable. Minimum of five years progressively responsible experience in project administration, management, or operations capacity in a municipal government setting.

See the "Recruitment for Assistant to the City Manager" brochure on the City of Beloit's website.

STARTING SALARY:

\$75,000 - \$85,000, commensurate with qualifications and experience. Family Health and Dental benefits provided along with pension and life insurance.

APPLICATION DEADLINE:

Friday, July 30, 2010. Please obtain an application to complete at www.ci.beloit.wi.us or at the City Hall, 4th Floor, Human Resources. A fully completed application must accompany your resume.

Send to:

City of Beloit
Human Resources Division
Attn: Joe Simpson, PHR
100 State Street
Beloit, WI 53511
Email: simpsonj@ci.beloit.wi.us

Equal Opportunity Employer

City of LeRoy, City Administrator

LeRoy, a community of 3600 residents, is a growing and diverse community located in Central Illinois on Interstate 74, midway between Bloomington/Normal and Champaign/Urbana.

LeRoy is governed by a Mayor and 8 Aldermen from 4 Wards and a City Administrator, with 20 full-time employees. The current Administrator has served in this position for ten years. Current operating budget for 2010-2011 is 4.6 million.

The successful candidate must possess a BA/BS with 3 - 5 years progressive administrative experience; an MPA is preferred. Other required attributes must include excellent oral and writing skills, labor relations, TIF and economic development experience, proficiency with budgeting and intergovernmental relations involving application of state and federal laws as relate to municipalities, strong public relations skills, ability to multi-task, and favorable people skills. Salary is \$78K with a deferred

compensation package, and excellent fringe benefits. An Employment Agreement will be offered. Permanent residency is required within 12 months.

Visit our web site at: www.leroy.org.

Send resume and references to: Sue
Marcum, City Clerk
207 South East Street
LeRoy, Illinois 61752

Or e-mail to: administrator@leroy.org

By July 2, 2010

City of North Chicago, Senior Human Resources Assistant

BACKGROUND INFORMATION:

POSITION SENIOR HUMAN
TITLE: RESOURCES
ASSISTANT

DEPARTMENT: HUMAN RESOURCES
DEPARTMENT

REPORTS TO: DIRECTOR, HUMAN
RESOURCES

SALARY \$45,211 – 52,673

RANGE:

NATURE OF WORK:

Under the direction of the Director of Human Resources, and guidance of Mayor and Chief of Staff this position is responsible for the performance of complex administrative work. The incumbent performs professional human resources duties in the provision of services to City departments and employees in the areas of employee relations, training needs identification and program/project development, recruitment and selection, employee benefits, labor relations and related fields. Provides assistance in identifying, evaluating and resolving human resources and work performance problems to facilitate communications and improve employee skills and work performance. Initiates and implements policies and programs related to all phases of personnel activity in accordance with the mission and duties of the Department of Human Resources supporting the Director of Human Resources formulation and implementation of goals, objectives, policies and procedures for the City of North Chicago.

PUBLIC CONTACT:

The employee has regular and constant contact with other City employees at all levels to provide employee relations services, information, resolve problems and concerns, and otherwise advance the mission of the department/organization. The employee has regular and constant contact with the general public in person and over the phone, with applicants, new employees. The employee has regular contact with suppliers, vendors, providers of services and/or goods, as well as management and elected officials.

ESSENTIAL FUNCTIONS OF WORK
(Specific assignments may include all or some of the following):

- Provides advice and counsel to managers, supervisors and employees regarding human resources policies, procedures and employee benefits, including collective bargaining agreements and personnel rules.
- Researches questions, verifies answers, makes decisions and interpretation within broad guidelines; checks for consistency in implementation and interpretation within HR Department.
- Maintain communication with management and supervisors of issues and decisions impacting employees and operations.
- Assist with recruitment, retention, and separation procedures for all City employees;
- Assist with New Employee Orientation;
- Coordinate and maintain all City insurance program enrollments;
- Coordinate and maintain all City Risk Management programs;
- Assist with Collective Bargaining Agreements;
- Maintain all City Employee Personnel, Medical, and other necessary files;
- Maintain confidentiality of all personnel information;
- Establish and maintain positive working relations with colleagues and general public;
- Any other duties assigned by Department Director within realm of Employee Relations and Human Resources;
- Perform website maintenance including news, editing, updating information for Human Resources Department;

- Responsible for mail, scheduling, filing, letter and speech writing, power point presentations;
- May assist in the creation brochures and public information related to Human Resources.

MINIMUM REQUIREMENTS OF WORK:

This position requires a bachelor’s degree in human resources, industrial relations, business administration, psychology, public relations, communications or related field; requires at least three (3) years of experience in human resources management; or any combination of training and experience that provides the following knowledge, abilities and high-level skills:

- Demonstrated skill in the provision of Human Resource services of a general nature to internal and external customers;
- Excellent communication skills, including verbal, written and presentation; ability to develop communication tools keyed to intended audience;
- Knowledge of generally accepted Human Resource practices and procedures in accordance with federal, state and other guidelines;
- Excellent analytic and problem solving skills;
- Excellent customer service skills;
- Skill in computer hardware and software including networked files, word processing, spreadsheet, and database applications. Additionally having the ability to learn and navigate within structured software systems.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization;
- Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission and goals of the Human Resources Department.

Ability to read, understand and interpret manuals, laws, ordinances, policies and

procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, guidelines, personnel rules/policies, union contracts, and similar documents, including requests for service, applications, resumes, bills federal and state laws, local ordinances, reports, budgets.

More information available regarding position at the City of North Chicago at www.northchicago.org

DISCLAIMER:

The City of North Chicago is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, military or veteran status (except dishonorable discharge), disability or any other status protected by law.

This job description describes a general category of jobs. In order to meet the needs of City government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described and duties are subject to change as requirements of the job change.

The omission of a duty does not exclude it from the position if the duty is similar, related or a logical expectation for an individual to perform as part of the job responsibilities or if necessary to assist the City to provide services to the public under changed or unusual circumstances.

IN ACCORDANCE WITH SECTION 3 OF THE FAIR LABOR STANDARD ACT THIS POSITION IS EXEMPT FROM OVERTIME.

SELECTION METHOD

Structured Oral Interview
Physical Exam

To apply for this position, submit a completed application to the Human Resources Department on or before the closing date via the City of North Chicago careers website at www.NorthChicago.org.

A pre-employment medical examination, including a drug/alcohol screen is required of all new employees.

The City of North Chicago is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Human Resources Department at 847-596-8643 or TTY 847-596-8638.

DuPage Water Commission, General Manager

DuPage Water Commission, General Manager. Countywide, wholesale water distribution system in west-suburban Chicago area seeks proven and experienced General Manager. Position is appointed by and reports to a 13 member Board of Commissioners representing municipal and county districts. The agency manages approximately \$100 million in cash assets and \$450 million in infrastructure. Annual revenues exceed \$90 million with net asset value of over \$300 million. The agency has 37 FT employees serving a current customer base of 25 municipalities, 1 county, and two private entities. Broad and progressive background in management, finance, operations, maintenance, and construction contract administration required. Minimum of 10 years general management and ancillary experience required. Master's degree or equivalent in management or engineering and strong financial management background is required. Excellent communication and leadership skills and the ability to work with a relatively large Board representing a variety of perspectives. Salary range \$140,000 – \$160,000 - dependent upon qualifications and experience.

Apply with complete résumé to: The DuPage Water Commission, 600 E. Butterfield Rd. Elmhurst, IL 60126, TEL: (630) 834-0100; FAX (630) 834-0120; or at [email: admin@dpwc.org](mailto:admin@dpwc.org)

Deadline for submittal July 30, 2010

IMPORTANT UPCOMING EVENTS:

July 9, 2010

SWICMA Luncheon

Location: Michaels Restaurant, Highland, IL

August 12 & 13, 2010

Downstate Meeting

Monmouth, IL

September 23 – 25, 2010

IML Annual Conference

Hilton, Chicago, IL

October 17 – 20, 2010

ICMA Annual Conference

San Jose, CA

ILCMA calendar at

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