



Job Mart

City/County Management in Illinois

Job Supplement

July 2011

City of Naperville, Community Development Block Grant (CDBG) Administrator

Part Time, 30 Hours Per Week
Transportation, Engineering and
Development Business Group (T.E.D.)

POSITION CLOSES: When Filled
SALARY: \$22.39 - \$27.98 per hour

The City of Naperville is seeking a dynamic individual to provide overall coordination of the Community Development Block Grant and Social Services Grant Programs by effectively implementing all aspects of the grants' administrative procedures and the systems supporting distribution of grant funds. Allocating funds and tracking expenditures from these programs is a critical responsibility.

The successful candidate will be responsible for developing new Community Development Block Grant (CDBG) programs each year for approval by the City Council; preparing grant applications and consolidated planning strategy for submittal to HUD, meeting HUD reporting requirements and serving as liaison to the Fair Housing Commission; processing & reviewing recipient agreements for adherence to grant requirements and partnering with the Finance Dept. in budgeting & dispersing grant funds; and assisting City Legal staff and HUD staff in monitoring program performance. The candidate will also be responsible for managing the City's Social Services Grant Program.

The position requires an individual to be skilled in the use of computers and various

software applications including spreadsheets, word processing, database and graphics, as well as knowledge of basic accounting and budgeting principals. Problem solving skills, effective oral and written communication skills, and an ability to develop and maintain good working relationships is essential. Candidates must possess strong skills conducting research, attention to detail, managing multiple priorities, and meeting deadlines.

Requirements include: A Bachelor's Degree in Planning or a related field required. At least one (1) year experience in CDBG Administration and program development required. The preferred candidate will have familiarity with Federal rules and regulations pertaining to CDBG Programs and at least three (3) years of project management experience.

This position is partially funded by a grant and will exist as long as funds are awarded to the City of Naperville by HUD. 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.
The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.

Positions are also listed on our Website @

www.naperville.il.us

Grundy County, County Administrator

POSITION: County Administrator
Full Time

LOCATION: Grundy County
1320 Union Street
Morris, IL 60450

JOB DESCRIPTION: The County of Grundy, Illinois is seeking a person to serve as a County Administrator, upon the departure of the current County Administrator. The County is governed by an eighteen (18) member board elected from three districts within the County. Grundy County, Illinois is located approximately 75 miles Southwest of Chicago, Illinois with a population estimated at 50,000. Grundy County has an operating budget of 14 million, overall working budget of 30 million.

The person selected will be required to relocate to the County within one year of assuming the position. The salary for the position is negotiable based on qualifications. Relocation and interview travel expense will not be provided.

DUTIES: The following are suggestive of, but not limited to, the duties associated with the position:

- Provide highly responsible & analytical assistance to the County Board and committees.
- Recommend policies and procedures to the County Board and oversight committees.
- Act as the Public Information Officer for the County.
- Research; apply for; and administer grants on behalf of the County.
- Serve as a member of the County negotiations team for labor negotiations.
- Prepare in conjunction with the County independent auditor,

and administer the annual budget for the County.

- Coordinate the work of the appointed department heads. Assist them in providing cost efficient and effective delivery of services and performance of operations.
- Work cooperatively with County elected officials; assist them, as needed, in providing cost efficient and effective delivery of services and performance of operations.
- Administer policy direction approved by the County Board and manage the day-to-day operations of the County government under the jurisdiction and policy control of the County Board Chairman and the County Board.
- Monitor and coordinate Board approved projects, programs, and grants.

QUALIFICATIONS: A Masters degree in Public Administration or a relevant field, with at least five years experience in an administrative role is required. Qualified applicant should have knowledge of planning and execution of administrative operations; budgeting and control of revenue, coordination and leadership of diverse departments and functions serviced to elected or appointed boards.

Grundy County reserves the right to cease recruitment for this position, with or without hiring an Administrator, at their discretion.

**APPLICATION DEADLINE JULY, 11,
2011**

**SEND RESUME AND OR APPLICATION
TO:**

Human Resources
Grundy County Administration
1320 Union Street

Morris, IL 60450
dkasper@grundyco.org
Fax (815)941-3428

Grundy County is a Equal Opportunity Employer and will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. To ensure the broadest range of services to individuals with disabilities, Grundy County is prepared to make necessary arrangements if requested in advance.

Village of Thornton, Public Works Superintendent

Thornton, IL (population 2,500) a quiet community 20 miles south of downtown Chicago is seeking a highly motivated and energetic individual to fill the position of Public Works Superintendent. This is a working Superintendent position, responsible for both managing and assisting in the day to day operations of the Public Works department. Key department responsibilities include, but are not limited to: maintenance and operation of the Village's water and sewer systems, streets, sidewalks, municipal grounds and facilities. Candidates must demonstrate knowledge of departmental budgeting, including use of enterprise funds such as water, sewer, and motor fuel tax. Candidates must also possess a class "C" water operators certificate or greater, as well as a valid class "B" commercial driver's license. Starting salary is \$55,000-60,000, DOQ. Residency is not required. Position provides tremendous opportunity for career advancement and professional growth. Interested candidates should submit cover letter, resume and salary history to Jason Wicha Village Administrator, 115 E. Margaret St. Thornton, IL 60476, or via

email at jwicha@thornton60476.com by July 15, 2011.

Village of Cary, Village Administrator

Cary, IL (18,271) Progressive community of beautiful neighborhoods located 40 miles northwest of Chicago in McHenry County seeks candidates to serve as its next Village Administrator. Cary comprises 6 square miles and has a general fund operating budget of \$7 million and total budget of \$21 million. The Village has 69 full time employees. The Village Administrator is appointed by the Mayor with the consent of the Board of Trustees. There have been three administrators since 1990 with the most recent Administrator serving 11 years in the position. Candidates will be expected to have a proven experience managing a broad range of municipal services in a community of comparable size and demographic make-up as Cary. In addition, successful candidates will have experience in developing positive working relationships with elected officials, staff and other local and state taxing bodies. A background in economic development, labor relations, infrastructure development and financial management with a strong customer service focus is essential. Position requires five to seven years increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree in public administration, business administration, public policy or related field required; Master's degree (MPA or MBA) or other advanced degree, strongly desired. Candidates must possess excellent interpersonal and writing skills, and an approachable, welcoming style with the community and staff. Residency is not required, but community involvement is strongly encouraged. Salary: \$125,000 +/- DOQ with excellent benefits. E-mail resume, cover letter, and contact information for five professional references by July 29,

2011 to resume@varesume.com to the attention of Heidi Voorhees, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL, 60015. Tel: 847-580-4246; Fax: 866-401-3100.

Village of Oswego, Economic Development Director

The Village of Oswego (population 30,355) is seeking an experienced, dynamic, creative professional to direct activities related to economic development, expansion, recruitment and retention.

Qualified candidates for this position must have a strong management background with 7 years of proven experience in an economic development environment. Must be able to establish and maintain effective and cooperative relationships with the existing business community and the general public. Strong customer service orientation, commitment to community involvement, business acumen; and strategic planning experience are essential. The successful candidate will be a person of integrity who leads by example, a visionary and a team player.

Additional qualifications required for this position are: Bachelor's degree in economic development, urban planning, public administration, business or a closely related field; Certified Economic Developer (CEcD) preferred. Experience in negotiating economic development packages is highly desirable. Proven ability to leverage private sector investment, administer public sector inducements and grant solicitation and administration, required.

The wage range for this position is \$57,168.00-\$75,000.00, depending upon qualifications. The Village provides a comprehensive and competitive benefit package.

Submit resume and/or application to: The Village of Oswego Human Resource Department, 100 Parkers Mill, Oswego, IL 60543; fax: 630/554-3306; email humanresources@oswegoil.org. Equal opportunity employer. Application deadline is July 8, 2011.

West Suburban Special Recreation Association, Executive Director

FRANKLIN PARK, IL The West Suburban Special Recreation Association (WSSRA) is comprised of nine park districts and two municipalities who work together to serve the needs of their residents, both adults and children, who have physical or mental disabilities. WSSRA serves the residents of the region immediately west of Chicago including Berwyn, Cicero, Elmwood Park, Forest Park, Franklin Park, Harwood Heights, Norridge, Oak Park and River Forest. WSSRA has 13 full time and 4 part time employees and a \$1.9 million annual budget. Most recent Executive Director served for 22 years. Candidates will be expected to have a strong background in administrative and financial management and a passion for special recreation with the ability to plan, develop and implement a diversified community recreation program for residents with disabilities. Candidates must have five to seven years increasingly responsible executive experience in an organization of comparable size and complexity. Experience in therapeutic recreation a plus. Position requires bachelor's degree in therapeutic recreation, recreation, public or business administration, education or related field. Master's degree (MPA or MBA), or other advanced degree strongly desired as well as CPRP, CTRS or CLP. 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. Salary: \$95,000+/- with excellent benefits.

Send resume, cover letter, and contact information for five professional references by July 8, 2011 to Heidi Voorhees/Terry Porter, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL 60015 or email: resume@varesume.com. Electronic submission preferred. Tel: 847-580-4246; Fax: 866-401-3100.

City of Rock Falls, City Administrator

(Pop: 9580-2000 Census)

City Administrator: Salary \$60,000 to \$65,000 + Excellent benefits DOQ&E. Exciting and challenging opportunity in a riverfront community with a good quality of life and excellent schools located two hours west of Chicago. The Mayor and City Council are seeking a proven leader to team with them as they plan for a dynamic future. The City has an \$18 Million budget; 80 full-time and 15 part-time employees. Position is appointed by the Mayor and approved by an eight member City Council who are elected by wards to four year, staggered terms. BA in public administration/ related field; MPA preferred. 3 years of progressively responsible municipal management experience as a city administrator or 5 years as an assistant city administrator in a full service community. Successful candidate will possess excellent communication and interpersonal skills and possess a proven ability to analyze issues and recommend actions; able to build positive relationships with the community; experience in budget/financial management, economic and residential development, municipally owned electric agency, fiber-optic network water and wastewater utilities and labor relations a plus. Residency required within 6 months of being hired. Interested parties should submit a cover letter, resume and salary history to City Administrator Search Committee, 603 W. 10th Street Rock Falls, IL 61071 by July 15th 2011 . EOE/AA/ADA.

City of Darien, Chief of Police

The City of Darien, Illinois, (residential population of 22,086), a Home-Rule suburban community located 20 miles west of downtown Chicago, on the eastern edge of DuPage County, is seeking to fill the position of Chief of Police. The Chief is appointed by the Mayor with the advice and consent of the city council. The Chief is a sworn, exempt position reporting directly to the City Administrator and is responsible for the administration and direction of the Police Department.

The ideal candidate will be a graduate from an accredited college or university with a minimum of a Bachelors Degree and eight years of increasingly responsible managerial experience in a law enforcement agency. A Masters Degree, completion of F.B.I. Academy, Staff and Command, or similar institute or academy training is desirable.

The application and selection process is open to both internal and external candidates. The City of Darien has had two Chiefs of Police in the past twenty years. The most recent Chief of Police retired on May 31, 2011. Candidates are encouraged to submit their applications immediately as they may be interviewed upon receipt of resumes. The starting salary range is between \$119,069 and \$128,594, depending on qualifications with additional excellent benefits. Resumes, including three work related references, should be submitted to Bryon D. Vana, City Administrator, 1702 Plainfield Road, Darien, Il. 60561 or e-mailed to bvana@darienil.gov. The deadline to apply is July 8, 2011. A detailed recruitment profile is available at the City of Darien website www.darien.il.us.

Village of Oak Brook, Police Chief

The Village of Oak Brook, Illinois, (residential population of 7,883 and daytime population of 85,000), a suburban

community located 15 miles west of downtown Chicago, 20 minutes from O'Hare International Airport, on the eastern edge of DuPage County, is seeking to fill the position of Police Chief. The Police Chief is appointed by the Village President, approved by the Village Board and under the direct supervision of the Village Manager. This individual shall have the custody, care and control of the public property of the Police Department and of all firearms and other equipment; he shall be the head of the Police Department and shall promulgate such orders, rules and regulations for the conduct of the Department and the subordinate members thereof as to him shall seem fit and proper, which said orders, rules and regulations shall be subject to and not in conflict with the rules and regulations of the Board of Fire and Police Commissioners of the Village. The Police Chief shall devote full time to the municipal affairs of the Village, preserve the peace, order, safety and cleanliness thereof, and to this end shall execute and enforce all provisions of this Code and other Village ordinances and all orders of the President. This individual shall be charged with the duty of protecting the rights of persons and the protection of property in the Village. Candidates must possess a Bachelor's Degree in criminal justice, public administration or related field, with at least ten years experience in law enforcement at a senior management level; or an equivalent combination of experience and training. Strong interpersonal, written and oral communication skills necessary, with extensive knowledge of the principles, practices and techniques of a comprehensive law enforcement program. Extensive knowledge of the technical and administrative aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and environmental protection is vital. Salary range is \$94,651

to \$127,778, depending on qualifications and experience. Residency not required. Please submit cover letter and resume by July 8, 2011 to: Assistant Village Manager, Village of Oak Brook, 1200 Oak Brook Road, Oak Brook, Illinois 60523. EOE

Village of Northbrook, Systems Coordinator

The Village of Northbrook seeks a qualified individual to assist in the day-to-day administration and maintenance of the Village's information systems including all related desktop, server and user support. In addition, this individual will be tasked with researching and recommending innovative approaches for system-wide enhancements. This position reports to the IT Manager and will be instrumental in designing and implementing complex, integrated enterprise network architectures and systems. Applicants must possess an undergraduate degree in computer science or related field (masters preferred) and five years of related experience in the design, maintenance and operation of a computer network or an equivalent combination of education and experience. Local government experience is desired but not essential. A detailed job description can be found at <http://www.northbrook.il.us/employment>.

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 Systems Coordinator in the subject field. Position open until filled.

ESSENTIAL DUTIES: Essential duties include, but are not limited to:

- Designs, implements and maintains complex, integrated, enterprise network architectures and systems including Windows Servers, SAN, Security, Wi-

Fi, Remote Access and Directory Services.

- Proactively monitors and maintains network and server performance, security and reliability.
- Participates in the design, implementation, and support of server and network infrastructure.
- Assists with the support and maintenance of all mobile and desktop equipment.

City of Washington, IA, City Administrator

Washington, IA (7,266) Historic, stand alone community located approx. thirty minutes south of Iowa City, seeks experienced, progressive candidates to serve as the City Administrator. The City Administrator reports to the Mayor and six Council Members. City is seeking energetic candidates with successful background of service as a city administrator, assistant administrator, or in similar public sector position. MPA in public administration preferred. Starting salary \$87,000 +/- depending upon qualifications and experience with excellent benefits package. Residency required. Send resume, cover letter, and contact information for five professional references by July 6th to Karl Nollenberger, Vice President, Voorhees Associates, 500 Lake Cook Road, #350, Deerfield, IL 60015 or Email to resume@varesume.com. Electronic submission preferred.

Village of East Dundee, Director of Finance

The Village of East Dundee (2,900), a northwest suburb, is seeking a Director of Finance to direct the purchasing, human resources, accounting, cash management, investments, payroll and financial record keeping programs of the Village. The

position would oversee and participate in accounting procedures and the preparation and maintenance of the budget, financial records and systems. Reporting directly to the Village Administrator, sample duties of the position:

- Plans, organizes and directs the activities of the department including accounting, accounts payable, payroll, human resources, purchasing, utility billing, cash receipts/collections and customer service.
- Prepares month-end close out, reconciles trust statements, bank statements and investment accounts to general ledger.
- Responsible for the daily and the monthly processing, procedures, reporting, and supervising the Utility Billing, Cash Receipts, Accounts Receivables, Accounts Payables and of the Village.
- Responsible for monitoring, processing, procedures and reporting of Payroll, Payroll Tax, and Flexible Benefit Administration.
- Oversee day-to-day operation of finance office personnel, including training and scheduling.
- Maintain proper records in regards to the Village's Risk Management plan and corresponding claims.
- Responsible for preparing, adjusting, and posting journal entries to financial programs.
- Coordinates the annual independent audit.
- Responsible for entire cash management program including investment of all Village funds.
- Prepares Annual TIF Reports as required by State Statute.
- Manages and administers Village's Benefits Programs (Health, Dental, Vision, Life Insurances, and Flexible Spending plans).

- Assist in establishing, implementing, and monitoring Village's budget, under direction of Village Administrator.
- Prepares annual tax levy, Treasurer's Report and other required reports.
- Serves as Treasurer for both the Village and Police Pension Board, attends quarterly Police Pension meetings, and prepares various related reports.
- Assists other departments on financial matters and transfers funds as required.
- Participates in the maintenance, design and installation of the accounting control, records and systems
- Plans and structures the debt management activities of the Village
- Assists all departments with the administration of the budget
- Coordinates special projects as assigned by the Village Board or Village Administrator;

QUALIFICATION REQUIREMENTS:

- Minimum five years municipal experience with a minimum of three years supervisory experience required.
- Strong computer and communication skills are essential.
- Bachelor's Degree in accounting, finance, or related field from an accredited college or university required. Master's Degree preferred.
- Certified Public Accountant or Certified Local Government Finance Officer desirable

SALARY: \$60,000-\$72,000 DOQ plus excellent benefit package.

Additional details about the position may be found on the Village's website: www.eastdundee.net

IMPORTANT UPCOMING EVENTS:

July 21, 2011

ILCMA Professional Development
Health & Wellness Session
Lombard, IL

August 4 & 5, 2011

Downstate Meeting
Princeton, IL

September 15 – 18, 2011

IML Annual Conference
Hilton, Chicago, IL

September 18 – 21, 2011

ICMA Annual Conference
Milwaukee, WI

For complete information visit the ILCMA calendar at

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