



# Job Mart

## City/County Management in Illinois

Job Supplement

July 2012

### **Village of Cary, Community and Economic Development Manager**

Two-Year Contractual Position

#### **General Purpose**

Under general direction from the Village Administrator, the Community and Economic Development Manager will be team-oriented and responsible for facilitating, promoting and coordinating community and economic development in order to secure opportunities for businesses in the community. This will be a two-year contractual assignment without employee benefits. Payment for services and hours will be negotiable. Annual budget for this position is +/- \$75,000.

#### **Scope**

The Community and Economic Development Manager is responsible for facilitating economic development initiatives; identifying and fostering economic development opportunities; securing funding for economic development activities and programs; and promoting the community in order to expand economic development opportunities.

#### **Primary**

Develops and implements marketing strategies and activities for business attraction, retention and assistance.

- Serves as a liaison between property owners and brokers to recruit and assist businesses interested in locating in the Village.
- Maintains and updates an inventory of available development sites and maintains the database of existing Village businesses.

#### **Duties**

- Researches and pursues prospective businesses interested in relocating or expanding to the Village. Follows up and tracks leads from national, state and local sources in a timely and professional manner.
- Develops and implements a proactive plan for supporting existing community businesses.
- Secures funding for planning and economic development activities and programs.
- Updates and maintains the community profile and economic development information on the Village's website. Develops economic development promotional materials and packets.
- Works with available resources from McHenry County, the State and Federal Government to identify potential business development opportunities including incentives, financing and grants. Represents the Village and works cooperatively with the Chamber of Commerce.
- Analyzes Village codes, ordinances, processes and standards and recommends improvements to assist the community in balancing regulatory requirements with its goal to foster new business growth and development.
- Skills and experience with zoning ordinance and municipal code revision as well as comprehensive plan development are also strongly desired.
- Performs related duties as assigned by the Village Administrator.

## Requirements

### Training and Experience

- Bachelor's degree in urban and regional planning, business or public administration or related field from an accredited college or university.
- Master's degree is preferred.
- AICP Certification is preferred.
- Five (5) years of increasingly responsible experience in economic development/planning or a combination of education/experience that provides equivalent knowledge, skills and abilities.
- Possession of a valid Illinois driver's license.

### Knowledge, Skills and Abilities

- Knowledge of principles and practices of planning, business incentive programs, TIF Districts and economic development.
- Project management skills to effectively track progress of multiple initiatives and goals.
- Effective sales skills and resourceful information gathering techniques to develop leads.
- Ability to communicate effectively, orally and in writing and to prepare concise, accurate reports and written recommendations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

### How to Apply

Submit a letter of interest and resume to Christopher D. Clark, Village Administrator, Village of Cary, 655 Village Hall Drive, Cary, IL 60013.

## City of Evanston, Engineering Division Manager

**Evanston, IL (75,000)** Dynamic and historic lakefront community immediately north of Chicago seeks experienced, progressive candidates to lead its Engineering Division and serve as the City Engineer. Position reports to Director of Public Works and division consists of 16 employees. Division is responsible for engineering design and inspection as well as traffic engineering management and design. Evanston is home to Northwestern University and is an ethnically, racially and economically diverse community. The City enjoys a diversified tax base, a vibrant downtown, strong neighborhoods, thriving commercial districts, and beautiful tree lined streets. Qualified individuals will be expected to have a strong background in management and leadership, community engagement, public presentations and civil and traffic engineering best practices. Experience in developing effective relationships with regional, state and federal agencies very important. Candidates must have seven to ten years increasingly responsible experience in an upper management position of comparable size and complexity. Position requires bachelor's degree in engineering. Professional Engineering license/Master's Degree highly desired.

Excellent interpersonal/communication skills essential. Additional information regarding the position can be found at the Consultant's website: [www.voorheesassociates.com](http://www.voorheesassociates.com). Starting salary \$110,000 +/-, depending on qualifications and experience. Residency not required. Apply by July 25 to the City's Executive Search Consultant: Heidi Voorhees, President, Voorhees Associates, [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246. Equal Opportunity Employer.

## **Village of Kenilworth, Village Manager**

**Kenilworth, IL (2,513)** Beautiful, historic community along Chicago's north shore seeks experienced, professional candidates to apply for the position of Village Manager. The Village of Kenilworth is located 17 miles north of downtown Chicago in Cook County and is one of the area's premier suburbs with excellent schools, a beautiful beach along Lake Michigan, and winding tree lined streets with stately homes.

The Village has 23 full-time and 6 part time employees, an annual budget of \$7.8 million, and operating departments including Police, Public Works including Water Production & Treatment, Community Development, and Finance and Administration. The Village contracts with the Village of Winnetka for Fire and EMS services. The Village Manager also provides administrative support and leadership to the Kenilworth Park District which has 3 full time employees, seasonal employees and a \$638,000 budget.

The Village Manager is appointed by and reports to the Village President and a six-member Board of Trustees, elected to staggered four-year terms. The Village has had three managers since 1990.

Candidates will be expected to have a strong background in municipal operations, particularly financial management and public works operations. The position requires a bachelor's degree in public policy, business administration, finance or related field. A master's degree is strongly preferred. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, and a collaborative,

team-oriented management style are essential.

Residency is not required. Salary: \$125,000+/- Depending on Qualifications and Experience, plus eligibility for an annual performance bonus and excellent benefits package. Candidates should apply by July 13 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246. Equal Opportunity Employer.

## **Village of Northbrook, Project Manager I**

The Village of Northbrook is seeking a qualified professional for the position of Project Manager I in the Public Works Department. This is a new, entry level position and will report to the Capital Projects Manager and be responsible for: design, inspection, and project management of a variety of civil engineering projects; investigation into and resolution of residential and commercial drainage complaints; as well as general duties as assigned. The ideal candidate will be knowledgeable in design and construction methods for roadways, water main, storm and sanitary sewers. Thorough working knowledge of Microsoft Office Suite, ArcMap/ArcGIS, and AutoCAD is required.

Qualified applicants must possess a minimum of a high school diploma, three years related experience, and be Illinois Department of Transportation Documentation Certified (or have the ability to obtain the certification within twelve months of employment). Survey Technician Certification, two years college level training, and municipal experience in a related field preferred.

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 PROJECT MANAGER I in the subject field. Position open until filled; resume review will commence immediately.

### **Village of Clarendon Hills, Director of Community Development**

Clarendon Hills, IL (8,572) Charming, family oriented suburban community located 21 miles southwest of downtown Chicago in DuPage County is seeking candidates for its Community Development Director position. Clarendon Hills encompasses 1.7 square miles and is known for its excellent schools, beautiful neighborhoods with tree lined streets and vibrant downtown. The Village is a full service community with 33 full time and 6 part time employees. Candidates will be expected to have 5-10 years experience in planning, building and zoning code interpretation, and economic development, including TIF experience. Department outsources plan review and building inspections. Position requires bachelor's degree in planning or related field. Master's degree and/or AICP certification strongly desired. Private sector experience highly valued. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and a proven record in creative problem solving. Knowledge of current planning trends, oral presentation skills, and ability to work independently as well as effectively with a team of dedicated colleagues essential. Starting salary \$105,000+/-, depending on qualifications and experience. Excellent benefits package. Residency not required. Send resume, cover letter, and contact information for five professional references by July 20 to Heidi Voorhees, [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246. Equal Opportunity Employer.

### **Village of Homer Glen, Economic Development Director**

The Village of Homer Glen (pop. 24,220) is seeking a dynamic, skilled and accomplished economic development professional to fill our Economic Development Director (EDD) position. Homer Glen is located in northeastern Will County, approximately 25 miles southwest of Chicago. The Village encompasses 22.2 square miles of land and features three prime commercial corridors. The Economic Development Director will be responsible for managing the Village's economic development program, plans and services. In addition, the Director will administer the Village's economic development marketing, outreach and promotional programs. The Director serves as staff liaison to the Community and Economic Development Committee.

This 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 Economic Development, Marketing, Business/Public Administration or a related field with seven years of progressively responsible experience in economic development. Public sector experience is desirable.

Salary range: \$80,000 to \$95,000, depending on qualifications. Excellent benefit package. Residency is not required. Interested applicants should submit a cover letter, resume and five (5) work-related references by July 13, 2012, to:

Heather M. Parker  
Assistant to the Village Manager  
Village of Homer Glen  
14933 S Founders Crossing  
Homer Glen, IL 60491

E-mail: [hparker@homerglen.org](mailto:hparker@homerglen.org)

Fax: 708-301-8407

For additional information, visit the Village's website at [www.homerglen.org](http://www.homerglen.org).

**Northern Illinois University, Center for Governmental Studies, Research Associate, Community and Economic Development**

The Center for Governmental Studies at Northern Illinois University is adding a mid to senior level position to its professional staff to work on public service, technical assistance, and public policy projects. This position will research innovative local management practices, work with clients and partners to develop funded projects, publish in scholarly outlets, and present research at professional meetings. This position has excellent advancement potential and opportunities to work on Chicago and/or international projects. The position requires expertise in analytical tools to assess opportunities for local development, evaluate the economic impacts of industrial or business location, and understand innovative practices in the private sector. Research leading to scholarly publications will be supported with opportunities to participate in research on international economic development practices. The salary is competitive and the position offers opportunities for professional growth and development. Pre-employment criminal background investigation is required.

**Requirements**

A successful candidate will have the following:

1. Masters required; Ph.D. is strongly preferred but an "ABD" in economics, agricultural economics, applied sociology, economic geography, urban planning, business management, or finance with related experience will be considered.

2. Excellent written and oral communication skills with successful experiences in data analysis, interpretation, report-writing, presentations, and/or a history of publications in refereed scholarly outlets.
3. Knowledge of applied urban/regional economic literature including innovation in regional development as well as methods of financing development opportunities.
4. Ability to conceptualize, design, and manage research projects as well as the ability to work with public officials and business or community leaders.
5. Professional interests in applied research on areas such as public policy, state/local/regional development, innovation, entrepreneurship, transportation, and related topics will be useful.
6. Quantitative skills and experience in using statistical software packages such as SPSS or SAS are required. Knowledge and experience with economic analysis programs such as IMPLAN, REMI, or LOCI are desirable.
7. A self-directed and entrepreneurial attitude and success in working with or managing team projects. Previous success in grant-raising and management is desirable.

More details can be found at [www.niucgs.org](http://www.niucgs.org).

Send a cover letter, resume and three current references to Sandra Petit, [spetit@niu.edu](mailto:spetit@niu.edu) or to Sandra Petit, Center for Governmental Studies, NIU, 148 N 3<sup>rd</sup> Street, DeKalb, IL

60115. The position will remain open until filled. AA/EEO Institution.

### **Twin Lakes, WI, Administrator**

Twin Lakes (Pop 6000) is on the Illinois border in beautiful lake country. Seven trustees elected on a non-partisan basis. Two Administrators since 1998. \$6.4M total budget, 28 FT/15 PT employees. Salary \$64K to \$80K plus excellent benefits, DOQ.

Bachelor's degree, prefer master's, in public administration/related field and three years progressive municipal administration experience or combination of education with related experience. Desire an innovative leader with open and positive communication skills who can work harmoniously with elected officials while demonstrating personal integrity. Demonstrated ability to practice sound fiscal policies, union negotiations, grant writing and a verifiable record of past community accomplishments. Residency required. Visit community website at [www.villageoftwinlakes.net](http://www.villageoftwinlakes.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 July 13, 2012. Confidentiality must be requested by applicant and cannot be guaranteed for finalists. EOE

### **Village of Franklin Park, Director of Planning and Development**

**Franklin Park, IL** (18,500) Mature, dynamic, and diverse community located 15 miles west of downtown Chicago seeks experienced planning professional interested in serving as Franklin Park's next Director of Planning and Development. Home to more than 25 million square feet

of industrial space, Franklin Park is the fourth largest manufacturing center in Illinois. The Village is a full service community with a strong residential base. The Village's total budget is \$56.4 million of which \$26.1 is general fund. The Village has 150 full time employees and 50 part time employees. The Director is appointed by the Mayor with the consent of the Village Board of Trustees. The Director will play a vital role in providing staff support, guidance, and direction to the Mayor and Board of Trustees, Plan Commission, Zoning Board of Appeals, Economic Development Commission, Franklin Park Partnership and the Tree Preservation Commission. The Director will lead the Village in strategically planning and implementing business retention and attraction programs including the revitalization of our commercial corridors. Qualified individuals will be expected to have a minimum of ten years experience in a planning agency of comparable size and complexity. Requires Bachelor's degree in planning, public administration, or related field; Master's degree in related field strongly preferred with bilingual ability in Spanish or Polish a plus. Candidates should possess a team-oriented style of leadership; comprehensive knowledge of modern planning concepts, principles, strategies, practices, and techniques; a creative problem solving approach; superior interpersonal, human relations and oral/written communication and problem-solving skills. Starting salary \$100,000+/-, depending on qualifications and experience. Residency is not required. Send resume, cover letter, and contact information for 5 professional references by July 13, 2012 to Gregory F. Ford, Vice-President, Voorhees Associates LLC. TEL: 847/580-4246. Please apply via our online application system at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions).

**Antigo, WI, Director of Administrative Services**

Antigo, WI (Pop. 8200) is the county seat of Langlade County, where water, woods, & wildlife come together. Mayor and nine council members elected on a non-partisan basis. Two directors since 1991. \$11M total budget, 79 FT/27 PT employees. Salary \$68K to \$95K plus excellent benefits, DOQ.

Bachelor's degree required, prefer master's, in public administration/related field and five years progressive municipal administration experience or combination of education with related experience. Plans, coordinates, and directs municipal administration under policy guidance and supervision of governing body. Candidate must possess expertise in municipal engineering, grant writing, and economic development (including TIF and development agreements), along with experience in personnel administration & budgeting. Demonstrated ability to communicate both orally and in writing, consensus building skills, and ability to develop and maintain effective working relationships. Visit community website at [www.antigo-city.org](http://www.antigo-city.org).

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, P.O. Box 282, Oshkosh, WI, 54901; email [paassoc@northnet.net](mailto:paassoc@northnet.net); phone 920-235-0279 by July 6, 2012. Confidentiality must be requested by applicant and cannot be guaranteed for finalists. EOE

**IMPORTANT UPCOMING EVENTS:**

**September 20, 2012**

Metro Managers Meeting  
Lombard, IL

**September 20, 2012**

ILCMA Professional Development  
Lombard, IL

**October 7 – 10, 2012**

ICMA Annual Conference  
Phoenix, AZ

**October 18 – 20, 2012**

IML Annual Conference  
Chicago, IL

For complete information visit the ILCMA calendar at

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