



# Job Mart

## City/County Management in Illinois

### Job Supplement

July 2013

#### **Village of Oswego, Assistant Village Administrator/HR Director**

The Village of Oswego (population 30,355) is seeking an experienced, dynamic, creative professional to provide leadership and direct activities related to municipal management and human resource administration.

This position is responsible for managing all human resources activities and providing administrative support to the overall Village management team. The AVA/HR Director provides guidance and leadership with respect to organizational development; risk management; policy development and administration; employee and labor relations; benefits administration; and employee communications in support of Village goals and objectives.

Qualified candidates for this position must have a strong management background with proven experience in a human resources role. Experience with organizational development and personnel practices/policies; contract negotiation; risk management/safety administration; wage, benefits and salary administration; and performance management required. 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: B.A./B.S. degree (Master's degree preferred) in Public Administration, Human Resources, Business or closely related field and, five to seven years of progressively responsible related experience; or a combination of education, training and experience. The Village provides a comprehensive and competitive benefit package; salary: DOQ.

View a Village and [Position Profile](http://www.oswegoil.org/pdf/AVA-HR%20Profile.pdf) at: <http://www.oswegoil.org/pdf/AVA-HR%20Profile.pdf>

Submit resume and/or application to: Erin Schiber, HR Generalist (email preferred) at: [humanresources@oswegoil.org](mailto:humanresources@oswegoil.org); or 100 Parkers Mill, Oswego, IL 60543; fax: 630/554-3306. Equal opportunity employer. Application deadline is July 15, 2013.

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

The Village of Wilmette is seeking a progressive, highly collaborative leader with strong administrative skills to serve as its next Assistant Director of Public Works. The position reports to the Director of Public Works. The Public Works Department has 40 full time and 4 part time authorized positions and a \$10 million budget (all funds including CIP).

#### General Responsibilities:

Position will be responsible for varied management and administrative tasks in coordinating the operations of the Street, Vehicle Maintenance, Water/Sewer, Forestry, Street Lighting, and Administrative Support divisions of the Public Works Department. Essential duties include writing specifications for various service contracts and Capital equipment purchases, assisting the director in preparing, compiling and administering the Public Works operating budget, assisting in development of annual goals and objectives, and the Capital Improvement Program. Prepares bid reports, provides oversight of expenditures and account balances; Participates in employee relations decision including hiring and disciplinary recommendations to the Director. Oversees payroll functions, responds to citizen inquiries and complaints, and makes periodic inspections of work sites.

#### Position Requirements:

The next Assistant Director must have a record of progressive management and be able take a leadership role in the operation and management

of the department including development of short and long range goals, development of the department's budget, rapid response to emergency situations and compliance with federal, state and local regulations. Successful candidate will have a team oriented approach to leading; strategic thinking with respect to municipal public works services and capital planning; and an emphasis on utilizing best practices and technology in the delivery of municipal services.

Successful applicant will have a Bachelor's Degree in Public Administration, Civil Engineering or a related field. A master's degree is preferred. Candidates must have 5-7 years of experience in executive level municipal/administrative organization in the public sector or in a field closely related to the public sector.

Essential position requirements include strong computer, organizational, analytical, writing, budgetary and interpersonal skills. Knowledge of the Village's Enterprise Resource Planning (ERP) System – MUNIS and the Computerized Fleet Analysis (CFA) is a plus. A valid State of Illinois Commercial Driver's License (CDL) and/or IEPA Drinking Water Operator License Class "C" is a plus.

Starting Salary Range:

The starting annual salary is \$96,500+/- DOQ with an excellent benefits package.

Selection Process:

Candidate should be prepared to take a physical evaluation, including a drug and alcohol screening and undergo a thorough background investigation. Interested candidates should complete an employment application which may be downloaded from the Village's website, [www.wilmette.com](http://www.wilmette.com) and submit it along with a cover letter to the Village Manager's Office, Attn: Human Resources 1200 Wilmette Ave. Wilmette, IL 60091 or sent via e-mail to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com).

Questions should be addressed to Kathleen Gargano, Assistant Village Manager, at 847-853-7602 or [garganok@wilmette.com](mailto:garganok@wilmette.com) or Donna Jakubowski, Public Works Director, at 847-853-

7585 or [jakubowskid@wilmette.com](mailto:jakubowskid@wilmette.com). The position will remain open until filled.

The Village of Wilmette is an EOE employer

**Village of Buffalo Grove, Management Analyst**

Management Analyst – Buffalo Grove, IL (pop. 41,496). Progressive municipal government seeks a Management Analyst with exceptional analytical and interpersonal skills to provide administrative support to senior staff within the Office of the Village Manager, Police Department and Fire Department by performing routine administrative support functions, conducting research and detailed program analysis, researching best practices and industry trends, and identifying process improvements. Must have the ability to work independently and self-motivate. Ability to communicate effectively, orally and in writing; ability to translate and explain technical matters to interested parties.

Minimum of a Bachelor's Degree and currently completing coursework requirements for Master's Degree in public administration, governmental administration or public policy analysis. Master's Degree desired. An equivalent combination of education, training and/or experience is acceptable. Candidates for the position must possess a current and valid motor vehicle operator's license.

Salary range is \$50,772.80 - \$76,378.40 , with excellent benefits. Qualified candidates should e-mail their cover letter, resume and three-year salary history to: Mr. Arthur Malinowski, Jr., Director of Human Resources at [hr@vbg.org](mailto:hr@vbg.org) Faxed, mailed or hand delivered applications and/or resumes will not be accepted. Please indicate Management Analyst in the subject line. The position will remain open until filled, with the initial review of applicants expected to occur during the week of July 15, 2013. The Village of Buffalo Grove is an Equal Opportunity Employer.

**City of LaSalle, Director of Public Works**

City of LaSalle, Illinois (population 9,460) seeks a Director of Public Works to manage and lead

the activities of a 32 member department that includes streets, maintenance, fleet maintenance, storm and sanitary sewer systems, water treatment, water distribution, wastewater treatment, oversight of grant funded projects, buildings and facilities, and construction projects with an annual budget of \$12 million. Candidates should have a minimum of five years experience in public works and demonstrated knowledge and experience concerning public works-related maintenance and construction methods or an equivalent combination of education and experience. Bachelor's degree in Civil Engineering, Public Administration, Construction Management or Business Administration is preferred, but not required. State of Illinois certification in water and wastewater operations is also preferred, but not required.

Candidates should possess excellent customer service and communication skills, financial management skills, excellent safety record, and a proven history of employee management within a collective bargaining environment. Candidates should possess a valid Class D Illinois vehicle operator's license or equivalent license issued by the candidate's state of residence.

A community and position profile will be posted on the City's website after June 30<sup>th</sup> at [www.lasalle-il.gov](http://www.lasalle-il.gov). Annual salary is \$70,000 to \$89,000, based upon qualifications and experience, plus a generous benefit package. Send a resume, cover letter, salary history, and four work-related references to Patrick Callahan at Snyder & Associates, 5005 Bowling Street SW, Suite A, Cedar Rapids, IA 52404 or email [pcallahan@snyder-associates.com](mailto:pcallahan@snyder-associates.com). Applications will be reviewed starting July 15, 2013. Applications will be accepted until the position is filled. EOE/AA.

### **Hanover Township, Graduate Management Intern**

Hanover Township, located in Cook County has an excellent opportunity for a committed, team oriented, and highly motivated student currently enrolled within an MPA program. Under the direction of the Management Analyst, this

position has the opportunity to work on a wide range of projects. Typical projects include assisting with developing and analyzing budgets, researching and writing grant proposals, performing policy and program analysis, researching best practices and innovative programs, and developing recommendations for consideration by senior management.

#### **ESSENTIAL JOB FUNCTIONS:**

- Prepare reports to the Township Administrator and Township Board. Compile information needed to answer project-related questions and provide information to the public, outside agencies and other Township staff.
- Provide administrative support to senior management on various special projects, programs and/or services; recommend and assist in implementing improved methods, policies, or procedures.
- Assist in development and completion of strategic goals and priorities by providing appropriate research.
- Assist with the Township's budgetary process by inputting data, performing appropriate analysis, and preparing necessary reports.
- Research potential grants for all Township departments to further the established mission and goals of organization through federal, state, and local units of government and non-profit organizations or private foundations.
- Prepare grant applications for identified, appropriate departments and programs as directed.
- Provide assistance as assigned to operating departments on a project by project basis.
- Conduct research and analytical studies on a variety of programs and issues.
- Develop, conduct, and analyze surveys and studies, report on findings, and make recommendations.
- Assist in determining financial methods, procedures and costs pertaining to a service or program.
- Conduct cost benefit analyses and reviews and prepare financial and statistical reports.
- Develop cooperative relationships with other departments, officials, consultants, and the public; makes occasional public presentations on assigned projects and programs.

- Attend and participate in various organizational meetings, including, but not limited to, Township Board meetings, and committee meetings as assigned.

Candidates must currently be enrolled in (or recently graduated from) an accredited college or university graduate program, with major coursework in Public Administration or related field. The ideal candidate will be able to demonstrate a passion for local government. Proficiency in MS Office software and related applications is required.

This is a part-time position that involves working between 15-20 hours per week, with an option to work full time during summer and winter breaks. The work schedule is flexible to accommodate the student's course-work; however, some evening meetings may be required. The pay offered for this part-time, non-exempt position is \$12.50/hour.

To apply submit cover letter and resume to Thomas Warfield, Management Analyst, at [twarfield@hanover-township.org](mailto:twarfield@hanover-township.org). Resumes will be reviewed as they are received. Position open until filled. A copy of the complete job description is available upon request. EOE.

**Champaign County, Deputy County Administrator of Finance**

Champaign County, Illinois seeks experienced finance official to be the Deputy County Administrator of Finance. This position reports to the County Administrator and is in a highly visible role within the organization.

Duties include: management of the annual \$116.7 million budget for Champaign County; oversight of risk management; capital improvement budgeting; management of procurement process including competitive bidding; and grant management.

The successful candidate will hold a bachelor's degree in finance, public or business administration, with preference given to candidates who have a master's degree in public or business administration or who have CPA certification. Management experience is required.

The successful candidate will possess excellent interpersonal skills; ability to think strategically; strong verbal and written communication skills; a self-confident demeanor; and a passion for public service.

Salary range \$71,282 - \$100,250 DOQ, with excellent benefits package. Applications accepted through Friday, August 2, 2013.

Application package at: [www.co.champaign.il.us/jobs](http://www.co.champaign.il.us/jobs)

**Village of Lemont, Finance Director**

The Village of Lemont, Illinois (population 16,000) seeks a Finance Director to manage the operations of the Finance Department. The Finance Director reports to the Village Administrator and is a key member of the Village's management team and is responsible for planning, organizing, controlling, and directing the operations of the Finance Department. The Village has approximately 60 full-time and 40 part-time employees, of which the Finance Department has one other full-time and 3 part-time employees. The Village has a Aa2 bond rating confirmed in 2012, implemented a new ERP system in 2012 (Logos.net) and has a \$21 million dollar total budget (\$9 million general fund)

The Finance Director, in addition to providing a high level of administrative and strategic support to the Village Administrator, is responsible for managing the operations of the Finance Department that includes payroll, accounts payable, accounting control, financial software administration, assisting the Administration Department in budget preparation, structuring debt financing, annual financial report coordination, investments & revenue and purchasing. The Finance Director is responsible for financial coordination with the Police, Planning & Economic Development, Building and Public Works Departments as well as independent and "partner agencies" with which the Village has financial relationships.

Qualified candidates must possess a minimum of five (5) years of progressively responsible financial experience in a municipal organization, including at least three (3) years at a supervisory

level in a community of comparable size or as an assistant in a larger municipal organization. Qualified candidates must possess a Bachelor's degree from an accredited college or university with a degree or major course work in finance/accounting or a closely related field. An MBA, MPA and/or CPA are highly desirable.

Successful candidates must be able to demonstrate a high degree of professionalism, uncompromising ethics, and a sincere commitment to the Village's financial standing and operational efficiency. Candidates must also show a strong working knowledge of GASB and other financial principals. The Finance Director is a key member of the senior management team and will be expected to develop strong working relationships with elected and appointed officials, as well as the civic and business community, and rating agencies.

Hiring Range for the position is between 85,000 and 95,000, depending upon qualifications. Excellent benefit package provided.

Cover letter, resume and 3-5 professional work-related references should be directed to George J. Schafer, Village Administrator at [gschafer@lemont.il.us](mailto:gschafer@lemont.il.us). Please write Finance Director in the subject line of the email. Candidates may also submit their cover letter, resume and references to: Finance Director Position: Village of Lemont, 418 Main Street, Lemont, IL 60439. Interested applicants should submit requested information by Friday July 12 at noon. Applicants can visit <http://www.lemont.il.us> for more information about the Village. This position is open until filled.

The Village of Lemont is an Equal Employment Opportunity Employer

### **Village of Lemont, Human Resources Coordinator**

The Village of Lemont, Illinois (population 16,000; 60 full-time and 40 part-time employees) is seeking a full-time Human Resources Coordinator to manage, organize and administer the human resources and risk

management functions of the Village. This is a new position within the Village and serves as advisor to department heads, Village Administrator and employees regarding human resources and risk management matters.

The successful candidate will perform work of a professional and technical nature involving the development and coordination of human resource initiatives of the Village including recruitment, benefit administration, FMLA/COBRA administration, evaluations, employee relations, labor relations, personnel file administration, training and employee development. In addition, the candidate will serve as the Village's risk pool delegate and will be responsible for planning and administering the Village's risk management programs.

Qualified candidates must possess a Bachelor's Degree in Human resources, Personnel, Business Administration, Public Administration or closely related field and 2-4 years experience performing professional or technical work in Human Resources, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Masters Degree preferred. A strong commitment to further professional development in the field of human resources is required.

Qualified candidates will have knowledge of fundamental principles of public personnel administration and municipal government functions and issues. The candidate will have knowledge of applicable Federal, State and local laws and regulations required and have the ability to administer Village personnel programs and policies. Successful candidates must be able to demonstrate a high degree of professionalism, uncompromising ethics, and a sincere commitment to confidentiality and privacy in dealing with sensitive matters. The Human Resources Coordinator is a key member of the senior level management team and will be expected to develop strong working relationships with elected officials and staff of all responsibility levels.

Hiring range for the position is between 58,000 – 68,000 per year, depending upon

experience/qualifications. Excellent benefit package provided.

Cover letter, resume and 3-5 professional work related references should be directed to George J. Schafer, Village Administrator, Village of Lemont, at [gschafer@lemont.il.us](mailto:gschafer@lemont.il.us). Please write Human Resources Coordinator in the subject line of the email. Candidates may also submit their cover letter, resume and references via mail to: HR Coordinator Position: 418 Main Street, Lemont, IL 60439; Interested applicants should submit requested information by Friday July 12, 2013 at noon. Applicants can visit <http://www.lemont.il.us> for more information about the Village. This position is open until filled.

The Village of Lemont is an Equal Employment Opportunity Employer.

### **Village of Lombard, Public Works Utilities Superintendent**

Lombard, IL (43,395) Dynamic and vibrant community seeks experienced, progressive, and collaborative candidates to apply for the position of Public Works Utilities Superintendent. The Village of Lombard is located 20 miles west of Chicago in DuPage County and is recognized as one of the area's premier communities with an excellent library, park district and top-rated schools. The Village strikes a balance between beautiful neighborhoods, open space, and strong commercial activity including a historic downtown and a regional mall.

The Public Works Department has 53 full-time employees and an annual budget of approximately \$38 million, including the capital projects fund. The Utilities Superintendent has direct responsibility for underground utilities and water treatment/wastewater pumping.

The Utilities Superintendent reports to the Public Works Director. Qualified individuals will be expected to have a strong background in water and wastewater operations, maintenance and regulations, strategic planning, organizing and directing the administrative, management and operational functions of a public works department. Candidates should possess strong

skills and/or experience in effective service delivery, creative problem solving, and public presentations in a team-management orientation. Excellent interpersonal/communication skills are essential. Serves as IEPA Responsible Operator in Charge for water system.

Position requires bachelor's degree in Environmental Engineering or a related field with five to seven years of progressively responsible water and wastewater operation and management experience; or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job; including three years of supervisory experience. Job requires IEPA Class C Potable Water Supply Operator License (or ability to obtain within 1 year), IEPA Wastewater Operator License, and the possession of a valid Illinois driver's license.

Salary range is \$80,264 to \$108,356, DOQ. Excellent benefits package. Resume, cover letter, and contact information for five professional references must be submitted by July 12, 2013 to [hr@villageoflombard.org](mailto:hr@villageoflombard.org) or fax to 630-620-8222 or to Human Resources, 255 E. Wilson, Lombard, IL 60148.

The Village of Lombard is an equal opportunity employer.

### **Village of Niles, Assistant Village Manager**

Niles, IL (29,600) Dynamic and vibrant community seeks experienced, progressive, and collaborative candidates to apply for the position of Assistant Village Manager. The Village of Niles is located 15 miles from downtown Chicago and easily accessible through public transit. The Village was recently recognized by Business Week as the "#1 Place in the U.S. to Raise Kids."

The Village is a full-service community with 222 full-time equivalent employees and an annual budget of approximately \$90 million. The Village is a full service community with ten departments: General Government, Finance, IT, Fire, Police, Family Fitness, Family Services,

Senior Center, Public Services and Community Development.

The Assistant Village Manager reports to the Village Manager. Candidates should have a Master's Degree with major coursework in Public Administration, Business Administration or directly-related field. Excellent interpersonal/communication skills are essential. Preferred candidates will have a strong background in Human Resources and experience with performance management, grant writing, and interest/experience in sustainable community practices.

Primary Responsibilities Include:

- Monitor/coordinate department level quarterly performance management reporting.
- Pursue/write grants and manage Village-wide grant efforts.
- Monitor ComEd (and other utilities) outages/issues and work to improve reliability.
- Implement the Village Manager's directives and initiatives and assist in resolving problems and conflicts within Village government.
- Assist in establishing programs and policies for submission to Village Board.
- Prepare and monitor General Government budget.
- Negotiate and monitor various Village-wide contracts/agreements, to include refuse.
- Demonstrate continuous effort to improve Village operations.
- Prepare and present programs for approval to the Village Manager and Village Board and coordinate the implementation of approved programs.
- Respond to complaints and requests for service from Village Board and residents.
- Represent the Village of Niles and the Village Manager in a variety of internal and public activities including professional and civic organizations.
- Supervise research, procedural and administrative studies and preparation of reports embodying proposed or recommended solutions or courses of action.
- Attend Village Board, Committee and special meetings.

Position open until filled. Resume due by July 19, 2013. Salary range is \$90,000 to \$108,000 DOQ. Excellent benefits package. Candidates should submit resume, cover letter, and contact information for five professional references to Kathy Barnat, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714 or Email [personnel@vniles.com](mailto:personnel@vniles.com) or Fax 847-588-8051.

Equal Opportunity Employer

### **Village of Glen Ellyn, Economic Development Coordinator**

#### DESCRIPTION:

The Village of Glen Ellyn (pop. 27,450) is a vibrant, historic community that is seeking experienced candidates to apply for the position of part-time Economic Development Coordinator. This position is responsible for developing, directing, and administering the economic development functions for the Village of Glen Ellyn. The primary goal of this position is to develop and execute strategies to enhance the economic vitality of the Village through the implementation and oversight of programs and initiatives that will attract new businesses, and encourage expansion and retention of existing businesses, in order promote a sustainable economic base within the Village. This position reports directly to the Village Manager.

#### ESSENTIAL FUNCTIONS:

- Develops, implements, and promotes the Village's on-going economic development strategy, including downtown redevelopment, in order to attract new, and expand upon existing, commercial uses in the Village of Glen Ellyn.
- Prepares and implements goals and policies within the framework of the Village Board's economic development objectives. Plans and recommends strategies for future economic development initiatives.
- Designs and implements an economic development marketing program to attract new businesses by developing promotional materials, visiting business and industry representatives,

participating in trade shows, making public presentations, and effectively utilizing e-newsletters and social media to promote the Village.

- Coordinates with other Federal, State, regional, and private economic development entities, and prepares comprehensive incentive proposals for businesses and industries considering locating or expanding in the Village.
- Develops and actively promotes business assistance programs. Provides technical assistance to businesses desiring to locate in Glen Ellyn, as well as existing businesses seeking to renovate or expand.
- Influences and builds relationships with prospects, consultants, and company decision makers; solicits development proposals from private development companies; establishes and strengthens relationships with local businesses.
- Serves as the Village liaison to the business community, conducting regular interactions and visits to business leaders; regularly attends Chamber, Downtown Alliance, and other business and/or civic organization meetings.
- Assists in preparing, monitoring, and implementing operating and project budgets.
- Seeks out, develops, and prepares grant and other applications for funding of local economic development projects on behalf of the Village of Glen Ellyn and/or local businesses.
- Conducts research of commercial and business prospects; creates, develops, and maintains an inventory of specific development sites within the Village.
- Maintains confidential information regarding negotiations to encourage new or expanding commercial business development.
- Reviews and analyzes methods and performance in order to find ways of increasing the effectiveness and efficiency of service delivery to the business community. Monitors key

metrics such as sales tax revenue, vacancy rates, business investment, website traffic, and development contacts and recruitment.

- Evaluates the potential financial impact of new businesses; develops and recommend appropriate incentive packages when appropriate; responds to requests for information such as market data, tax structure, and economic incentive possibilities and procedures. Also, assists in the formulation and implementation of tax increment financing plans and other economic incentives.
- Provides staff liaison support to the Economic Development Council.
- Performs other related duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Qualified candidates must possess a Bachelor's degree from an accredited college or university in urban planning, economic development, marketing, public administration, or related field. Masters Degree preferred; CEcD, EDFP or AICP Certification is a plus. Minimum of three years of progressively responsible experience in economic development, business attraction/marketing, community development, public administration or related field is required. The proven ability to provide leadership, collaboration, and creativity in developing economic development initiatives is critical. Must be able to foster and maintain effective working relationships among diverse groups of internal and external stakeholders. Previous experience interacting with and advising Boards and/or Commissions is a plus. Qualified candidates must also possess the ability to prepare clear, concise, and accurate reports both orally and in writing. Proficiency in using various types of standard office equipment, computers, and MS Office software and related programs is required. The average work hours will be 28 hours per week. The typical work schedule will be Monday through Friday with occasional evening meetings required.

#### SALARY/BENEFITS:

The starting pay for this part-time, non-exempt position is \$26.09/hr - \$32.88/hr, DOQ. The



position is eligible for participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan.

**HOW TO APPLY:**

1. Interested candidates should submit a resume and cover letter to [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.
2. Applicants must indicate (Job ID: #06-13 Economic Development) in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post-offer medical physical with a drug/alcohol screen.

The position is open until filled; however, first review of applications will begin on July 8, 2013. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN  
EQUAL OPPORTUNITY EMPLOYER

**City of Evanston, Planning and Zoning  
Division Manager**

Evanston, IL (75,000) Dynamic and historic lakefront community immediately north of Chicago seeks experienced, proven, progressive candidates to serve as its next Planning and Zoning Division Manager. The Planning and Zoning Division is one of three Divisions of the Community and Economic Development Department comprised of 30 FTEs and responsible for a budget of \$2.7 million. The Planning and Zoning Division has 11 employees including the Division Manager. The Division is responsible for planning, zoning ordinance interpretation and administration, historic preservation programs, administration of federal programs including CDBG, Neighborhood Stabilization Program and other housing programs and collaborative planning with all of the city's neighborhoods and commercial areas. 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. This position is appointed by and reports to the Director of Community and Economic Development. Qualified individuals will be expected to have a strong background in planning and zoning administration, urban planning and development, and supervisory experience with professional staff. Candidates must have five years increasingly responsible experience in an upper management position in a community of comparable size and complexity. Position requires bachelor's degree in urban planning, public administration, business administration or related field. Master's Degree and/or AICP preferred. Excellent interpersonal/communication/presentation skills essential. Additional information regarding the position can be found at the Consultant's website: [www.voorheesassociates.com](http://www.voorheesassociates.com). Starting salary \$100,000+/-, depending on qualifications and experience. Residency not required. Apply by July 11, 2013 in confidence, to the City's Executive Search Consultant: [VoorheesAssociates.com/current-positions](http://VoorheesAssociates.com/current-positions). Electronic submission preferred. ATTN: Heidi Voorhees, President, 500 Lake Cook Road, Suite 350, Deerfield, IL 60015. TEL: 847/580-4246.

**City of Morrison, City Administrator**

The City of Morrison, Illinois, (population of 4400) is seeking a management professional to serve as the City Administrator.

The City Administrator is responsible for the overall management and administrative coordination of the activities of the City per Illinois statute 65 ILC 5/5-3-7, including the implementation of various programs and policies approved by the City Council. All City departments report to, and are responsible to the City Administrator.

Candidate must have a minimum of a bachelor's degree in public administration or related field from an accredited college, with a Masters (MPA/MBA) preferred. Number of years of responsible experience in municipal

government, experience in supervisory roles, etc, will be given due consideration

Qualified candidates must be able to demonstrate proven executive leadership skills so as to facilitate policy development and implementation. It is desired that that the candidate have experience in long range planning, intergovernmental relations, economic development, labor relations, finance and budget preparation. Candidate must demonstrate success in building effective working relationships with not only elected officials, but with residents, businesses, and school officials alike. Effective verbal and written communication skills are a must.

The City of Morrison offers excellent benefits, which include health, life and dental insurance, as well as IMRF pension benefits. Proposed starting salary range, depending upon qualifications, is \$65,000 to \$80,000. It is expected that the City Administrator will reside in Morrison.

Qualified candidates should send resume and contact information for professional references by 4pm on July 26<sup>th</sup>, 2013 to City Clerk at 200 West Main St, Morrison, IL. 61270, or email [cityclerk@morrisonil.org](mailto:cityclerk@morrisonil.org). Telephone is 815-772-7657

### **City of Whitewater, WI, Assistant to the City Manager**

The City of Whitewater (Pop. 14,622) is seeking an organized, positive and energetic individual to serve as the Assistant to the City Manager for the City Manager's Office. Position will work closely with the City Manager, serve on the City's Management Team, and plan, coordinate, oversee all public works programs and activities including construction projects, infrastructure maintenance, landfill and sanitation operations, water and wastewater testing and treatment, vehicle maintenance and repair, street lighting, and other related projects and activities.

Candidates must have 3-5 plus years of increasingly responsible experience in an analyst or assistant position in a municipality of comparable size and complexity. Bachelor's

Degree in Civil Engineering, Public Administration or closely related field is required, Master's Degree strongly preferred. Persons with an equivalent combination of related education, training, and experience will be considered.

Candidates should possess strong skills and/or experience in effective service delivery, creative problem solving, and public presentations in a team-management approach. Excellent computer and interpersonal/communication skills are essential. Residency in the Whitewater school district is required, within city preferred.

Full-time. Salary: \$56,000 - \$67,000 plus benefits, DOQ. Please visit <http://agency.governmentjobs.com/whitewaterwi/default.cfm> and submit an online job application including resume, cover letter, and three or more references by 11:59pm on Monday, July 15, 2013.

For additional information, contact Nancy Stanford, 262-473-0101, [nstanford@whitewater-wi.gov](mailto:nstanford@whitewater-wi.gov)

The City of Whitewater is an Equal Opportunity Employer.

City of Des Plaines, Financial Analyst

The City of Des Plaines seeks an innovative and energetic professional to join its finance team.

### **Position Responsibilities**

Primary responsibilities are to assist the Finance Director and Assistant Finance Director with the management and supervision of the finance department which includes, performing professional level accounting duties and applying technical skills to the maintenance, analysis and reporting of the City's financial transactions. Responsible for overseeing cashing, utility billing, customer service, grant management and real estate transfers, as well as miscellaneous accounts receivable. Duties include: maintaining the fiscal records of the City; assisting in monthly and annual close; performing monthly bank reconciliations; reconciling the general ledger and subsidiary accounts and preparing for the annual audit as

well as the analysis and preparation of the annual budget. Additional responsibilities in the areas of accounts payable, payroll, cash and investment management and special projects may be assigned.

#### Position Requirements

Qualified candidates will have a Bachelor's Degree in Accounting or a closely related field, 2-3 years experience in municipal finance or public fund accounting. Candidates should possess considerable knowledge of government accounting and reporting. Experience in the New World System (Logos) as the City's main ERP system is desirable. Excellent oral and written communication skills and analytical skills are essential. The successful candidate will possess strong administrative, analytical, written, and communication skills.

#### Compensation and Benefits

Salary range: \$59,262 - \$77,041. DOQ. Key fringe benefits include:

- Comprehensive health, dental and prescription drug benefit for employee and any dependents.

- Retirement pension plan and retiree health insurance savings plan.

- Eleven paid holidays, accrue 15 paid vacation days in first four years of service, and accrue 12 paid sick days per year.

#### Application Process

Please send cover letter, resume, five work-related references and City employment application by 5pm, Monday, July 8 to: City of Des Plaines, Attn: Human Resources, 1420 Miner Street, Des Plaines, IL 60016 or fax 847-827-2292. Employment application and additional information on the City can be obtained by visiting [www.desplaines.org](http://www.desplaines.org).

*The City of Des Plaines is an Equal Opportunity Employer*

#### **City of Janesville, WI, City Manager**

Janesville, Wisconsin (population 63,480 – 2011 estimate). Historic, full-service community located in south central Wisconsin along the

Rock River, seeks experienced municipal executive to lead its organization, under Chapter 64 of Wis. Stats, consisting of 528 full-time equivalent employees and a \$126.9 million budget including operations and capital projects. The City is seeking candidates with a record of significant accomplishment in a full-service, growing community. Successful candidates will be experienced in directing and coordinating the administration of the City according to Common Council policies and applicable laws, economic development, long- and short-range fiscal policy, and planning. Candidates must be comfortable working collaboratively with elected officials, staff, active/involved citizens, and other units of government. Bachelor's degree in public administration, urban management, public policy, business administration or related field required plus five to ten years increasingly responsible public management experience as chief executive in similar community or Assistant/Department Head in larger community or combination of relevant experience and training. Master's Degree in Public Administration or related field is highly desired. Strong general management, financial management and administrative leadership background, outstanding organizational skills, plus proven interpersonal communication skills and well developed writing skills required. Appointed by the City Council. Residency required. Starting salary \$140,000+/- DOQ. Excellent benefit package. Candidates should apply by July 15 with résumé, cover letter, and contact information for five professional references to Karl Nollenberger at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246. Equal Opportunity Employer.

#### **City of O'Fallon, Senior City Planner, Community Development**

Pay: Salary range \$47,000 to 79,000; may hire near midpoint DOQ

Plus generous healthcare benefits, paid time off and defined benefit package

About O'Fallon: O'Fallon is the fastest growing community in the St. Louis Metro East area, and called home by more than 29,000 people. Located just fifteen minutes from downtown St.

Louis, O'Fallon is a vibrant community offering first class housing, parks, schools and is an attractive home for local and national businesses and services. Interstate 64 runs through O'Fallon and offers great accessibility for customers and commuters alike. Due to its close proximity to Scott Air Force Base, O'Fallon is home to many veterans, defense contractors, and military retirees. Even as O'Fallon continues to enjoy both business and residential growth, it maintains its small town feel and sense of community.

**Essential Duties:** Responsible for assisting the Director of Community Development with the planning and development operations of the City. Duties include (but are not limited to): Assist citizens/developers/builders and other City team members with all aspects of the planning and development process, site plan review and coordination, zoning and permit review, support for economic development projects, periodic site visits, conducting research and preparing analysis for various projects and land uses. Will require attendance at night meetings in support of various boards, including making presentations to City Council, Planning Commission, Zoning Hearing Officer, Historic Preservation Commission, and various Council Committees.

**Qualifications:**

Requires

1. Bachelor's degree in urban planning, architecture, landscape architecture, civil engineering, or a related field (Master's preferred); and at least three to five years of applicable experience in urban and land use planning;
2. AICP or ability to obtain within a reasonable time frame;
3. Establish and maintain effective working relationships with co-workers and the general public;
4. Accomplish requirements using appropriate field and general office equipment;
5. Utilize software effectively such as word processing, spreadsheet/database management applications, including basic working knowledge of computer mapping/geographic information

systems (i.e. Microsoft applications and ArcView).

6. Effectively communicate verbally and in writing;
7. Analyze information and statistics to solve problems through deductive and inductive reasoning;
8. Work independently on complex and confidential assignments without detailed instructions;
9. Comprehend and make inferences from written materials;
10. Understand, interpret, explain and apply relevant policies, procedures and regulations.

Apply to: Submit [City application](#), resume & cover letter to:

City of O'Fallon, HR/Planner, 255 South Lincoln, O'Fallon, IL 62269

*The City of O'Fallon is an Equal Opportunity Employer.*

#### **IMPORTANT UPCOMING EVENTS:**

**August 8 – 9, 2013**

Downstate Summer Meeting  
Decatur, IL

**August 14, 2013**

IAMMA Luncheon  
Location TBA

**September 22 – 25, 2013**

ICMA Annual Conference  
Boston, MA

**October 17 – 19, 2013**

IML Conference  
Chicago, IL

For complete information visit the ILCMA calendar at

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