



# Job Mart

## City/County Management in Illinois

### Job Supplement

July 2014

#### **Village of Lake Zurich, Economic Development Coordinator**

The Village of Lake Zurich (19,631) is a non-home rule community located in the southwest corner of Lake County approximately 35 miles northwest of downtown Chicago. The Village has a diverse economic base of over 600 businesses primarily located along the Route 12 retail corridor and industrial park. The Village has a \$50 million operating budget and 160 full-time employees.

Summary: The primary function of this position is to perform local economic development, initiate the planning and implementation of incentive agreements, promote marketing efforts targeted to the business community, and research economic development strategy and policies to advance the Village's goal of broadening its retail, commercial and manufacturing/industrial base. The Coordinator will serve as the Village's primary marketing contact and will create strategies to attract and expand existing businesses with a special focus on downtown revitalization and redevelopment. The Coordinator will report directly to the Village Manager.

#### Duties and Responsibilities:

- o Act as an economic development strategist and provide assistance in the development of specific short-term and long-term economic development goals.
- o Establish programs and practices which create a framework for business development to enhance the vitality of Lake Zurich, with an emphasis on downtown revitalization.
- o Participate in negotiations of development agreements, evaluate fiscal impacts, communicate decisions, and present reports and agreements to the Village Manager.

- o Conduct outreach efforts to include site visits, attend business functions, and assist existing businesses with expansion plans.
- o Design and administer marketing plans to promote Lake Zurich as a competitive destination, including the production of written and electronic publications, brochures, fliers, and visual presentations to enhance the Village's image.
- o Serve as liaison between the Village and businesses in the negotiation and development of performance agreements and evaluation of fiscal impacts.
- o Monitor the local business climate by tracking vacant office and industrial space and create quarterly retail/industrial vacancy reports.
- o Initiate and maintain strong working relationships with the general public, area businesses, potential investors and developers, brokers, the media, and others.
- o Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

#### Knowledge of:

- o Basic principles and practices of economic development including business retention and expansion, municipal finance, real estate development and reuse, development marketing and small business development strategies.
- o General municipal zoning, infrastructure, planning, and land use.

- o Economic development practices which leverage private sector investment and public sector inducements.
- o Local government organizational theory, financial analysis, public sector finance, and municipal budgets.

Minimum Qualifications: Bachelor's degree in the field of Marketing, Real Estate, Business, Economics, Planning, Public Policy, Public Administration or a related field. This position requires at least two years' experience in applying principles of economic development, including but not limited to: commercial district revitalization, business recruitment, demographic and market analysis, and experience with TIF districts. Applicants should have strong interpersonal and communication skills and present an energetic and enthusiastic presence when representing the Village. Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

The Village of Lake Zurich complies with all federal and state laws regarding discrimination and equal employment opportunity.

Applicants should contact the Human Resources Division at 847-540-1692 for more information or visit the Village online at [LakeZurich.org](http://LakeZurich.org). The Village of Lake Zurich is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, age, disability, or any other protected factor.

Please submit a cover letter and resume with a minimum of four professional references to [hr@LakeZurich.org](mailto:hr@LakeZurich.org) or by mail at Division of Human Resources, Village of Lake Zurich, 70 E. Main Street, Lake Zurich, IL, 60047.

### **Village of Gurnee, Finance Director**

The Village of Gurnee, IL (population 31,700) is a home rule community located in Lake County, approximately 50 miles north of Chicago. Gurnee is a AA+ rated community by Standard and Poor's, has a FY 14/15 budget of \$55.4 million and 216.75 FTE's. Due to an upcoming retirement, Gurnee is seeking applications from

experienced candidates for the position of Finance Director.

The Finance Director is an integral part of the executive management team, participating in key decisions regarding strategic planning, long and short-term revenue and expenditure strategies, budget development and administration, and all policies affecting the overall fiscal health of the Village. The Finance Director will be responsible for overseeing the overall financial management of the Village, including accounting, debt management, investments and purchasing as well as providing support for the budget function for the Village. The successful candidate will be a highly collaborative, experienced executive with a proven track record in progressive fiscal management.

The Finance Director supervises three full-time, collectively bargained positions. The ideal candidate will be fully engaged, approachable and accessible to employees across all departments and externally with boards, commissions, other municipal entities, and strategic partners. The Finance Director must be able to effectively communicate orally and in writing. The ideal candidate will be able to demonstrate strong computer skills and be proficient in the use of Microsoft Office as well as financial and accounting programs.

Candidates must have a bachelor's degree in finance, accounting, business or a related field. A CPA and/or master's degree (MBA or MPA) is desirable; bilingual skills a plus. Candidates must have at least seven years of progressively responsible and comparable experience in financial administration in the public sector or in a field closely related to the public sector. Depending on the selected candidate's qualification and experience, anticipated hiring salary is \$130,000 (+/-); full salary range for this position for FY 14/15 is \$102,797 to \$144,645. Comprehensive benefit plan also included.

Cover letter, resume, and application for the position of Finance Director must be received at the Gurnee Village Hall no later than 3:00 p.m., Friday, July 18, 2014. For full recruitment

profile and application material, visit [www.gurnee.il.us](http://www.gurnee.il.us). EOE

**Village of Oak Park, Systems Analyst  
(2) POSITIONS**

\$54,501.06-\$73,346.09 D.O.Q.

Reporting to the Director of Information Technology, this person will perform a wide variety of complex technical duties that include, but are not limited to application design, development and maintenance in ColdFusion MX or later using Dreamweaver, creation of technical documents of division applications and procedures and support and training.

Experience: One or more years of increasingly responsible experience in Windows Client/Server systems, MS-Office, Adobe ColdFusion, Drupal, MS-Access, and SQL computer programming and/or systems analysis experience. AND Training Bachelor's degree from an accredited college or university or equivalent, with major coursework in computer science, information technology or a related field, such as, Software Project Management, Web Development, Java, HTML, DBMS and SQL. TRAINING: Bachelor's degree from an accredited college or university or equivalent, with major coursework in computer science, information technology or a related field. Formal instruction in structured programming languages, SQL and relational database design is required.

All applicants must be permanent residents.  
Working visa applicants will not be considered.

POSITION WILL BE OPEN UNTIL FILLED;  
FIRST SCREEN OF APPLICANTS: 07-JULY-  
2014

Applicants can visit our website at [www.oak-park.us](http://www.oak-park.us) Submit applications/resumes and questionnaires to HR, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, [careers@oak-park.us](mailto:careers@oak-park.us) or by fax 708-358-5107. Oak Park, IL is a thriving community, west of Chicago, IL and is easily reached by public transportation. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan,

deferred compensation program, social security, health and life insurance, vacation and sick leave and other competitive benefits.

The Village is an Equal Employment  
Opportunity Employer

**Glen Carbon, Chief of Police**

Description: The Village of Glen Carbon seeks qualified applicants to serve as Chief of Police. Glen Carbon, located nearly 25 miles northeast of St. Louis, MO, population approximately 12,974 is a progressive community known for its ability to sustain a small town atmosphere and outstanding quality of life. The Police Department employs 20 sworn officers, 9 police dispatchers and 2 civilian employees. The department has an approximate annual budget of \$ 2.8 million. The Chief of Police is appointed by the Mayor annually and reports to the Village Administrator.

Minimum Requirements: Bachelor's degree in Criminal Justice, Public Administration or related field required as well as minimum 10 years law enforcement experience. Candidate must demonstrate the ability to effectively communicate with employees, citizens and other governmental agencies. Candidate must demonstrate the understanding of police operations and typical police departmental goals and objectives. Candidate must have the ability to plan and direct departmental growth and improvements. Candidate must have the ability to plan and direct community outreach. The Chief also serves as the Emergency Services Coordinator.

Salary Range: is negotiable depending on experience and qualifications. Compensation includes excellent benefit package. Anticipated start date of November 1, 2014.

Contact: Lori Gibson, Administrative Services  
Coordinator  
Village of Glen Carbon  
Address: 151 N. Main, Glen Carbon, Illinois  
62034  
Email: [lgibson@glen-carbon.il.us](mailto:lgibson@glen-carbon.il.us)  
Phone: 618/288-2608  
Fax: 618/288-1238

Website: [www.glen-carbon.il.us](http://www.glen-carbon.il.us)

Closing Date for Applications: Qualified candidates should submit cover letter, resume, salary history and 3 professional references with contact information by July 18, 2014 4:00 p.m. EOE

### **Village of Glen Ellyn, Finance Director**

Glen Ellyn, IL (27,650) Vibrant, historic community seeks experienced candidates to apply for the position of Finance Director. The Village of Glen Ellyn is located 23 miles west of Chicago in DuPage County and is one of the area's premier suburbs with excellent schools, beautiful neighborhoods, and an appealing commercial mix of specialty boutiques and national retail outlets. Candidates must be extremely knowledgeable in modern municipal financial management issues and trends, possess excellent interpersonal skills, and have demonstrated experience with team building techniques and consensus management. The Village is a full-service community with 103 full-time employees and an annual budget of approximately \$50 million. The Finance Department has a budget of \$850,000 with 4 full time employees and (9.2 FTE's) offering the following services: accounting and financial reporting, budgeting and long-term financial planning, capital financing, cash management and investment of Village funds, payment of bills, payroll, billing, collection of revenue, and risk management. The Billing & Customer Service Division, a division of the Finance Department, assists residents with payments for Village services and programs, including water, sewer and garbage, parking permits, vehicle stickers and real estate transfer stamps. Bachelor's degree required; master's degree preferred. Minimum of 5 years' experience. Starting salary \$118,269-\$142,688 DOQ. Send résumé with five references by July 18, 2014 to Joellen Earl at <http://www.govhrusa.com/current-positions/recruitment>. Tel: 847-380-3240.

### **Village of Beach Park, Community Development Director/Building Official**

Village of Beach Park, IL (13,638) is a diverse, financially healthy community, strategically

located between Chicago and Milwaukee, and immediately adjacent to the Illinois Beach State Park recreation area.

We are seeking a hands-on Community Development Director/Building Official to undertake the administrative and technical work in directing the building and code enforcement activities of the Village, along with supporting the Village's Zoning and Economic Development efforts. The Director will divide his/her time between administrative office work, interacting with the public, and a variety of site inspections. The Village has 15 fulltime employees in General Administration and Public Works, and a Budget of \$5.8 million.

Presently, the Village contracts for Police services with the Lake County Sheriff's Department, utilizes contract Building and Zoning services, and relies on multiple local Fire Protection Districts. The Village is fiscally conservative, and does not levy a municipal Property Tax.

Successful candidate must have excellent speaking, writing, and interpersonal skills; a four year college degree in a related field is preferred, ability to perform building plan reviews; ICC Certifications in various areas are required or must be attained in a reasonable time, and outstanding computer skills. A minimum of five years of increasingly responsible experience, including supervision, preferably in a municipal building department, is required. Salary \$65-85,000, depending on experience, plus excellent benefits.

Cover letter, resume and three work references should be submitted electronically by July 18, 2014 to Village Administrator Jon Kindseth at [jon.kindseth@villageofbeachpark.com](mailto:jon.kindseth@villageofbeachpark.com) Equal Opportunity Employer 061714

### **City of Geneva, Information Technologies Technician**

The City of Geneva is seeking an Information Technologies Technician. The IT technician assists in keeping the telephone and data networks, all computers, servers, email and

voicemail functional for all City employees. This position reports to the IT Manager and also assists with operation of Geneva's local access television station as needed.

The position requires an Associate's degree from an accredited college or university in Information Technology or a related field; and two to three years of related experience; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Microsoft certification and Cisco certification desirable. Candidate must also have a valid Illinois Driver's license.

Please send a completed job application, resume and three professional references to: Lisa Jepson, Human Resources Manager, City of Geneva, 22 South First Street, Geneva, Illinois 60134 or [LJepson@geneva.il.us](mailto:LJepson@geneva.il.us) by 5:00 p.m. July 10, 2014. Job applications may be found at [www.geneva.il.us](http://www.geneva.il.us). Resumes will not be accepted without a completed application. The City of Geneva offers an excellent fringe benefit package, and a hiring range of \$25.94 to \$31.43 hourly.

The City of Geneva is an Equal Opportunity Employer

### **Village of Niles, Public Works Director**

The Village of Niles is seeking a Public Works Director with strong leadership abilities to plan, organize and implement all Public Services programs. The Public Works Director oversees all functions of the Public Services Department including streets, water plant, water distribution, sewer system, fleet, engineering, facilities and forestry. The Director is appointed by the Mayor and Village Board of Trustees and reports to the Village Manager.

This is a very challenging position that requires a commitment of time, attention to detail, strong leadership abilities and excellent verbal and written communication skills. The Public Works Director is responsible for a staff of 54 full-time employees, including union and non-union, and supervisory, clerical and laborers. The Public Services Department has a \$31.6M operation budget.

Other Responsibilities Include:

- Recommending and administering policies and procedures
- Development and implementation of Public Services Department goals
- Establishing appropriate service and staffing levels
- Monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures
- Meeting with management staff to identify and resolve problems
- Selecting, training and evaluating Public Works personnel
- Overseeing and participating in the development and administration of the Public Services Department operation budget
- Directing and planning various construction projects
- Coordinating Public Services Department activities with those of other departments, outside agencies and organizations
- Perform short and long-term planning
- Responding to and resolving difficult and sensitive citizen inquiries and complaints
- Working as a productive member of the Village of Niles management team

The ideal candidate must have a bachelor's degree in public administration, business, engineering or related field. A master's degree and/or Illinois Licensed Civil Engineer a plus. Candidate must have a minimum of five to seven years increasingly responsible experience in supervisory level in public works in the public sector, including experience as a Public Works Director or Assistant Public Works Director. Experience with civil engineering, water distribution systems, combined sewer systems and facilities management is highly desirable. Experience with VUEWorks and SCADA System a plus. Experience with storm water management, sustainable infrastructure and green fleet practices a plus. Candidate must have successful labor relations experience, including preparations for and participation in union contract negotiations.

This is an exempt position. Salary range: \$134,000 to \$148,000 depending on qualifications. The Village offers an excellent benefits package. Applications may be

obtained in person or downloaded from the Job Openings page at www.vniles.com. To apply submit a cover letter and application/resume to Personnel Office, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714. Email: personnel@vniles.com. Fax: 847-588-8051 by July 11, 2014.

Equal Opportunity Employer, Male/Female

**Village of Westchester, Public Information/  
Management Assistant**

**DEFINITION**

Performs a wide variety of responsible, complex and confidential administrative duties in support of the Village Manager, Village President and Board of Trustees; performs duties that require considerable confidentiality, initiative, tact, mature and independent judgment; strong interpersonal and organizational skills; coordinates meetings and activities with other departments and outside agencies.

**DISTINGUISHING CHARACTERISTICS,  
FEATURES, REQUIREMENTS**

This is a full-time management position. It is distinguished from other administrative positions due to the professional support provided to the Village Manager's office and to the Board of Trustees.

**SUPERVISION RECEIVED AND  
EXERCISED**

Receives direction from the Village Manager, Village President and the IT/Communications Manager.

**IMPORTANT AND ESSENTIAL DUTIES**

Perform a wide variety of administrative duties as required by daily operations in the Village Manager's office; Work directly with the Village President and Village Board on a continuing basis performing projects as assigned; Disseminate information to other village departments, community organizations, committees, and the public involving specialized and technical subject matter; Independently respond to letters and general correspondence of a routine nature; Manage special events and represent the Village at various public events; special events and provide miscellaneous clerical support as requested; Serves as Deputy Clerk; post agendas, minutes and packets, obtain

approval and file documents, as required; updates municipal code; Serve as the Village Open Meetings Act (OMA) Officer; Coordinate publication of the monthly Village newsletter, including content, lay-out and advertising; Assist in public communication through updating Village website and programming of the Cable Access Channel; Serves as administrative liaison for the Board of Fire and Police Commissioners; Coordinate meeting room schedules; Build and maintain positive working relationships with co-workers, other Village employees and the public using principles of excellent customer service; Perform related duties as assigned.

**JOB-RELATED QUALIFICATIONS**

**Knowledge, Skills and Abilities**

Knowledge of: the organization and structure of municipal governments; modern office terminology and procedures; telephone techniques; time management techniques; human relations and organizational skills; letter and report composition, grammar and punctuation; computer software applications including Microsoft Office (Word, Excel and Powerpoint), Adobe and website development.

Ability to: demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature; establish work priorities and remain flexible; efficiently respond in a calm and effective manner to a variety of demands and projects; demonstrate effective verbal and written communication skills; meet established deadlines; understand and interpret laws, procedures, codes, policies and guidelines; coordinate information, arrangements and correspondence with minimum review; establish and maintain good working relationships with all levels of the organization and the public; communicate clearly and distinctly with visitors and telephone callers; provide courteous information and service to the public and other Village staff; organize and maintain complex record and filing systems; type accurately at a speed necessary for completing documents as needed; prepare a variety of documents, reports and records; work independently and make sound decisions.

**EDUCATION AND EXPERIENCE  
GUIDELINES**

Education: A Bachelor's Degree in Public Administration or Communications is desirable. Post high school or specialized office procedure training is desirable. Proficient in Microsoft Word, Excel and PowerPoint, Publisher, Adobe and Adobe InDesign.

Experience: Three years of increasingly responsible experience involving at least one year of administrative office support services to a manager at an executive, division or department head level.

LICENSES, CERTIFICATES,  
REGISTRATION

Licenses: A valid Illinois Driver's License is desirable.

SALARY: DOQ

APPLICATIONS:

Qualified candidates should send cover letter, resume, salary history, and three (3) work related references by July 18, 2014 to:

Village of Westchester  
Attn: Janet Matthys, Village Manager  
10300 W Roosevelt Road  
Westchester, IL 60154

Applications may be submitted electronically to [jmatthys@westchester-il.org](mailto:jmatthys@westchester-il.org)

The Village of Westchester is an equal opportunity employer.

**Will County, Deputy Chief of Staff**

DUTIES AND REQUIREMENTS:

Under direction of the Chief of Staff and the County Executive, the Deputy Chief of Staff performs work of considerable difficulty managing the activities and operations of the County Executive's office and departments under the Executive, researching and communicating policy and program development, managing assigned staff and assisting with the organization of the daily and long-term agenda of the County Executive; performs related work as required by the County Executive and Executive's Chief of Staff. The incumbent assists the Chief of Staff and acts in their absence. This position also has primary responsibility for coordinating, planning

and implementing the County Executive's policies and programs, including follow-up and overseeing legislative initiatives, grant activities, and external and internal communication. Work involves an extensive amount of communication and interaction with staff members, the public, representatives from other units of government and other public and private organizations. Incumbent acts as a liaison to various committees at the direction of the County Executive.

Completion of a Master's degree in Business Administration or Public Administration and five years of experience in government administration including experience with the legislative process at the State and Federal level and three years in a management level position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

DEPARTMENT: Office of the County Executive

SALARY RANGE: \$65,000 - \$80,000 D.O.Q.

APPLY TO:

Will County Human Resources Department  
302 N. Chicago Street - 2nd Floor  
Joliet, IL 60432  
Fax: (815) 774-6355  
Email: [jobs@willcountyillinois.com](mailto:jobs@willcountyillinois.com)

APPLY BY: July 11, 2014 by 4:30 p.m.

**Northwest Municipal Conference, Program Associate for Transportation**

The Northwest Municipal Conference (NWMC), a council of government representing forty-three municipalities and one township in the north and northwest suburbs, is seeking a motivated, responsible, energetic individual for the position of Program Associate for Transportation.

Description of Responsibilities

The Program Associate for Transportation coordinates transportation planning and programming activities on behalf of NWMC

members, assists with project management on regional studies, provides assistance to members in preparing transportation grant applications for federal and state programs and acts as a liaison for members to various federal, state, county and regional transportation agencies. The responsibilities include, but are not limited to, the following activities:

- Represent the needs of NWMC members to the Chicago Metropolitan Agency for Planning (CMAP), the Illinois Department of Transportation (IDOT) and other transportation and planning agencies.
- Manage the Surface Transportation Program (STP) for the North Shore Council of Mayors, including oversight of project funding and implementation.
- Monitor transportation programs including the Congestion Mitigation & Air Quality Program (CMAQ), the Transportation Enhancement Program (ITEP), Transportation Alternatives Program (TAP) and the Local Technical Assistance/Community Planning Program to ensure municipal access and understanding.
- Assist with managing various NWMC led planning initiatives, such as the NWMC Bicycle Plan, including consultant hiring, plan development and implementation.
- Disseminate information to NWMC membership via NWMC Transportation Newsletter, weekly briefings and other written and verbal means.
- Prepare agendas and minutes for various committees and task forces.
- Advance the NWMC Communications Plan via social media and other avenues.
- Perform other duties as assigned by Executive Director, Deputy Director and Transportation Director.

#### Qualifications

A bachelor's or master's degree in urban planning, public administration or a related

field from an accredited college or university is required.

A successful candidate for the position will also demonstrate the following knowledge, skills and abilities:

- Strong ability to express oneself clearly and concisely both verbally and in writing.
- Solid organizational skills, including the ability to work independently.
- Proven ability to follow complex oral and written instructions.
- Excellent interface skills, especially with elected and appointed local government officials and transportation professionals.
- Working knowledge of federal and state transportation, environment, and economic development programs and agencies is a plus but not required.

#### Application Process

Applicants must submit the following items to be considered for the position:

- Cover letter;
- Full resume including education, experience and other relevant responsibilities; and,
- Names and contact information for three professional references that have knowledge of the applicant's qualifications for this position.

Please send all three items via email (must include subject line: NWMC Program Associate) to Larry Bury, NWMC Deputy Director, at [lbury@NWMC-cog.org](mailto:lbury@NWMC-cog.org).

Position open until filled. EOE

#### City of Champaign, Fire Chief

The City of Champaign, Illinois is the tenth largest city in Illinois, having a growing population of 81,517 and a surrounding metro population of 135,054, is ideally located approximately two hour's drive from Chicago, Illinois, Indianapolis, Indiana and Saint Louis,



Missouri. The City of Champaign is a progressive community seeking a highly skilled and educated Fire Chief. The successful candidate should possess exceptional interpersonal and leadership skills, along with progressive management experience in a fire service agency. The City of Champaign is home to the University of Illinois and is a diverse and vibrant college town community with many desirable amenities including excellent educational and cultural institutions, beautiful parks, an exceptional center city and assortment of activities generally associated with larger cities.

The Champaign Fire Department employs 99 sworn Firefighters, 13 full-time and civilian employees and operates with a \$17,537,436 million budget for 2014. The City of Champaign is known for having a professional Fire Department that provides fire suppression, fire prevention and exceptional Emergency Medical services by highly motivated, skilled and courteous Fire Department staff members. The Fire Chief reports to the City Manager.

The City is seeking candidates with strong leadership and communications skills who wish to join a professional executive management team. The City and Fire Department culture is customer and service oriented. Candidates must be committed to an open and inclusive management and leadership style and have a proven history of building successful partnerships within both their own and surrounding communities.

Candidates must possess a Bachelor's Degree in Fire Science, Emergency Management, Business or Public Administration or other related field. Preference is to have a Master's Degree in the same fields. Candidates should also have at least ten years or more years experience in the fire service, preferably with five (5) or more years in a command position. Experience within a full-time fire department and working in a unionized environment preferred. Formal training, specialized education, and considerable experience in building and fire codes administration and building inspection, fire suppression command, emergency disaster services, including experience in the National Incident Management System, hazardous materials management, fire prevention

education, or a related field is preferred. Previous experience working in a college or university community is preferred.

The annual salary range is \$117,000-\$137,000 DOQ. Applicants should apply by July 30, 2014 with resume, cover letter, and contact information for five (5) professional references to Heidi Voorhees or Jim Eaves at [www.GovHRusa.com/current-positions/recruitment](http://www.GovHRusa.com/current-positions/recruitment). Tel: 847-380-3240. Champaign Illinois is an Equal Opportunity Employer.

### **Village of Machesney Park, Community Development Coordinator**

Machesney Park, IL (approx. 23,500) Located in Northern IL in Winnebago County, along the beautiful Rock River, the Village is uniquely situated within an hour's drive of Chicago IL, Madison, and Milwaukee WI. This young, vibrant community offers a growing retail, commercial, and industrial hub serving the growing population of the region. Excellent housing, schools, and services offer new and existing residents with a wide range of educational, cultural, and housing options. The ideal candidate would have the expertise to oversee community and economic development activities and come ready to share forward-thinking ideas for continued growth within the community. The successful candidate would supervise the Community Development Department and manage the budget. The CDC also represents the Village at local and regional levels in all issues related to attracting and retaining business and industry to the area. Since its incorporation in 1981, the Village has had a strong commitment to outsourced municipal services and professional management, utilizing the Council/Administrator form of government. Starting salary is \$77,000+/- DOQ.

Interested candidates should send a resume to the attention of Julie Strahl, Sikich LLP at [jstrahl@sikich.com](mailto:jstrahl@sikich.com) no later than July 25, 2014.

Tel: 630.566.8566.

EOE m/f/d/v

### **City of Prospect Heights, Assistant to the City Administrator**

The City of Prospect Heights, Illinois (population 16,256), is seeking applications from qualified individuals for the position of Assistant to the City Administrator. Under the City's council-administrator form of government, the Assistant to the City Administrator is appointed by and reports to the City Administrator. The position is integral to the City's management team, highly responsible, and plays a significant role in Budgeting, Programs, Services, Strategic Planning, Citizen Engagement, Human resources and Communications. For additional information please visit [www.prospect-heights.us.il](http://www.prospect-heights.us.il).

The selected individual will be responsible for coordinating the City's human resources functions and assisting with revising the performance evaluation system, implementing and monitoring compensation and benefit plan changes, payroll workers compensation, and providing support with collective bargaining. Administers the employee health, dental and life insurance programs. Prepares and monitors selected budgets; attends City Council and committee meetings; oversee agenda preparation and special projects as delegated, and ensures projects meet cost, time and quality standards. The ability to complete assignments involving risk management is also required of the position. The successful candidate will also have important role in the development of a communication plan that will make strategic use of the press, improve and maintain the content of the website, e-newsletter and quarterly newsletters and improve communications within the operating departments of the City and its residents. Implementation of the City's website, utilizing social network sites and developing key messages for the City will be important functions of the position as well. Future initiatives to engage and educate the public may also require the coordination of community surveys and meetings, the analysis of data and feedback from those efforts and assisting with presentations of the results.

Education Requirements: A Bachelor's Degree from a college or university with major course work in public or business administration, political science, or a related field and a Master's degree in public or business administrations or closely related field preferred.

Other Requirements: Four to six years of progressively responsible municipal experience, including the successful completion of at least 1 to 2 years of internship with a government organization, preferably in a City Manager/Administrator office. Experience in personnel, communications, strategic planning, budgeting and collective bargaining desired.

Candidates must possess excellent written and oral communication skills, strong leadership skills, the ability to work effectively with elected officials, citizens, and employees, and the ability to apply management principles to enhance and maintain a high level of services. The successful candidate must also maintain a valid driver's license and be skilled in the use of computers and software applications. This is an exempt position. Salary range: \$58,000-\$75,000 DOQ.

Candidates should apply by July 11, 2014, with resume, cover letter and contact information for five professional references to: City Administrator Kenneth López at [klopez@prospect-heights.org](mailto:klopez@prospect-heights.org)

#### **City of Des Plaines, Purchasing Manager**

POSITION: Purchasing Manager

SALARY: \$66,151 to \$85,996 (DOQ), plus excellent benefits.

APPLY BY: Applications are open to Friday, July 11, 2014 at 3:00pm.

**JOB SUMMARY:**  
Manages several employees within the Finance Department under the general supervision of the Finance Director. Responsible for planning, managing, organizing, and directing procurement of inventory, supplies materials, equipment, professional services and construction. Monitors bid, contract, and grant compliance.

**ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:**  
Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

*Purchasing:*

- Develops and maintains purchasing operational policies and procedures.
- Coordinates the preparation and timely processing of purchase orders. Processes, reviews and approves all purchase orders. Reviews and verifies all payments are applied to the appropriate budget line item.
- Researches and identifies cooperative and joint purchasing opportunities. Administers inter-governmental purchasing agreements with other agencies.
- Prepares and reviews documents for RFPs (request for proposals), RFQs (request for qualification), RFIs (request for information), formal quotations, and bid specifications. Reviews and approves or rejects certificates of insurance and performance bonds.
- Develops and maintains vendor database. Meets with vendor representatives to obtain product and service information and determines such pertinent data as pricing, product availability, ordering procedures and delivery schedule where applicable. Assists with contract negotiation within budgetary limitations and scope of authority.
- Prepares timely reports, with the assistance from affected departments, for inclusion on the agenda for City Council meetings. Assists and prepares the City Council agenda items related to procurement.

*Annual*

*Budget:*

- Develops and recommends budget appropriations. Reviews goods and services needs in operational department budget and determines the best method of procurement.
  - Assists with the preparation of the annual budget by obtaining preliminary quotations for upcoming departmental projects.
- Assists in the administration of the City's Capital Improvement Program (CIP).

*Grants:*

- Assists various departments with grant application and coordination.
- Tracks the initial grant application, approval and follows the expenditures to ensure they are within permitted uses of the grant documents.
- Assist with preparation of audit related grant schedules.

*Other:*

- Recommends and submits updates for Finance Department portion of City website as well as the necessary updates for RFPs, RFQs, RFIs, and Bids.
- Ensures compliance with all federal, state, and local procurement laws. Consults with attorneys regarding bid irregularities, protests, or liens. Handles contract disputes.
- Adheres to City-wide and departmental safety policies and procedures.
- Performs other duties as assigned.

The position must follow the City-wide safety policies and practices and adhere to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

**DESIRED MINIMUM QUALIFICATIONS:**  
Bachelor's degree in Public or Business Administration or a related field with three (3) to five (5) years of purchasing/bid and/or grant coordination experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position.

**Professional certification(s):** Preferred certification as a Certified Professional Public Buyer or Certified Public Purchasing Manager through the National Institute of Governmental Purchasing or a Certified Purchasing Manager through the Institute of Supply Management.

- Organizational and supervisory abilities to manage a multi-faceted purchasing operation.
- Strong computer skills with proficiency in Word and Excel.
- Familiarity with Logos as the centralized ERP software for the City.
- Ability to establish and maintain effective working relationships with employees, City officials, consultants, other governmental agency representatives and the general public; ability to conduct necessary research and compile comprehensive reports, ability to analyze cost estimates on complex projects; ability to communicate effectively, orally and in writing.

Other

Requirements:

- Excellent written and oral communication skills.
- Strong leadership skills and the ability to work effectively with elected officials, residents, and employees.
- Good knowledge of business mathematics and purchasing methods, as well as experience with computer spreadsheets, databases and related software.
- Analytical, planning and management skills that can be applied to maintain/enhance a high level of services.
- Valid Illinois driver's license and safe driving skills.

**PHYSICAL/MENTAL REQUIREMENTS:**

Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others; Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to perceive and discriminate colors or shades of colors, comprehend written work instructions, technical documents and diagrams; Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate standard office equipment and to make adjustments to equipment; Sufficient body mobility, flexibility, and balance to perform field inspections that require bending, stooping, kneeling, stretching, and other physical exertions.

**WORK SCHEDULE/BENEFITS:**

Approximately 40 hours per week, primarily week day and occasionally weekend hours. This is an IMRF (pension) position with excellent benefits. Starting salary is between \$66,151 to \$85,996, commensurate with experience.

**SELECTION:**

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen. Email, fax or send cover letter, resume, three work-related references, and Des Plaines employment application to:

City of Des Plaines  
 Attention: HR Director Wing  
 1420 Miner Street  
 Des Plaines, IL 60016

[bwing@desplaines.org](mailto:bwing@desplaines.org)

Fax: 847-827-2292

E.O.E.

**Village of Forsyth, Community and Economic Development Coordinator**

The Village of Forsyth (3,490) is seeking qualified applicants for the position of Community and Economic Development Coordinator.

Job duties include, but are not limited to, serving as Zoning Official and Plat Officer for the Village, providing staff support to the Planning and Zoning Commission, providing administrative oversight of building inspection and code enforcement activities, and performing economic development activities, including business attraction, expansion, and retention activities.

The successful candidate will have a Bachelor's degree from an accredited college or university with major course work in city/urban, land use, or regional planning, geography, architecture, landscape architecture, engineering, public or business administration, political science, economics, finance, marketing, or a closely related field; three (3) years experience in community development, economic development, planning, or a closely related field; or, any equivalent combination of education, training, and experience. Starting salary is \$50,000-\$55,000, DOQ/E, plus benefits.

Please submit cover letter and résumé to [dstrohl@forsythvillage.us](mailto:dstrohl@forsythvillage.us) or to Village Administrator, Village of Forsyth, 301 S. Route 51, Forsyth, IL, 62535. Position open until filled.

## City of Bloomington, Economic Development Coordinator

Posting Start/End Dates: June 5, 2014 through July 15, 2014

City of Bloomington Contact:  
<http://www.cityblm.org>  
Cf Operating Officer

The City of Bloomington, Illinois (City) is pleased to announce an Executive position available at its corporate office in Bloomington, IL reporting to the City Manager. Using continuous process improvement as an on-going strategy, the ECONOMIC DEVELOPMENT COORDINATOR (EDC) will provide the leadership, management and vision necessary to ensure that the marketing strategies promoting the City of Bloomington are developed and implemented using a wide variety of media and appropriate methods. Through a respectful, constructive and energetic style guided by the mission, vision and values of the City, the EDC will be directly responsible for the establishment and implementation of economic development programs and practices that lead to private sector capital investment, job creation, expanded tax base, recreation and entertainment venues and business retention within the City of Bloomington. Key functions include:

- Establish successful and meaningful economic development programs and practices.
- Focus on retail economic development as a priority.
- Act as a City economic development strategist.
- Act as a liaison between potential investors/developers and the City/Regional Economic Development Council.
- Represent economic development issues on the City's management team.
- Oversee and participate in the negotiation of comprehensive development agreements.
- Serve as a City representative to various entities as they relate to economic development.
- Assist and support the Regional Economic Development Council efforts.

- Provide appropriate information to City and outside groups.
- Direct the production of publications as they relate to economic development.
- Maintain knowledge of industry trends and pertinent legislation assuring City compliance.

### KEY QUALIFICATIONS:

**EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree in Economic Development, Urban Planning, Public Administration, Business Administration, Finance or a related field is required. At least four years progressively responsible related experience or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Certified Economic Developer (CEcD) or similar certification preferred. City of Bloomington residency preferred.

**OTHER SKILLS REQUIRED:** Strong visionary leadership, organizational, time management, change management, people management, customer service, analytical, critical thinker, resourceful, mentoring, quality management, problem-solving, team orientation, strategic thinking; exceptional written, oral, interpersonal and presentation skills. Ability to operate as an effective tactical as well as strategic thinker and consistently displays integrity required.

### APPLICATION PROCESS:

- Definition of "viable applicants" will include only those individuals who meet all "key qualifications" as listed on this job posting, fully complete the application, and file it with the City of Bloomington prior to the end of the work day of the posting's final date. (See "Posting Start/End Dates" above.) Only viable applicants will be considered for the posted position and will receive communication from the City.
- Applications are preferred on-line, but a hard-copy application/further information may be obtained from the City of Bloomington Human Resources Department at 109 East Olive Street, Bloomington, IL 61701.
- Viable applicants are encouraged to attach a resume and cover letter to their application and must include compensation history.

## **City of Bloomington, Assistant City Manager**

Posting Start/End Dates: June 5, 2014 through July 15, 2014

City of Bloomington Contact: hr@cityblm.org

The City of Bloomington, Illinois (City) is pleased to announce an Executive position available at its corporate office in Bloomington, IL reporting to the City Manager. Using continuous process improvement as an on-going strategy, the ASSISTANT CITY MANAGER (ACM) will provide the leadership, management and vision necessary to ensure that the departments reporting to the position have the proper administrative support, associated reporting procedures, and people systems in place to effectively serve the City government. Through a respectful, constructive and energetic style guided by the mission, vision and values of the City, the ACM will be directly responsible for the following operations: Community Development; Parks, Recreation and Cultural Arts; Information Services; Public Works; Water. Key functions are as follows:

- Direct the administrative and management functions of the assigned City departments as noted in the summary above.
- Serve as a significant spokesperson regarding City affairs.
- Actively participate in the economic development initiatives of the City.
- Review, recommend and implement administrative management practices ensuring optimum use of human/financial resources.
- Work directly with Department Heads to support departmental goals and objectives.
- Assist the City Manager/City Council in matters as assigned.
- Maintain knowledge of industry trends and pertinent legislation assuring City compliance.

### **KEY QUALIFICATIONS:**

**EDUCATION AND/OR EXPERIENCE:**  
Bachelor's Degree in Business, Public

Administration, Government or a related field is required. A Master's Degree in the aforementioned fields is preferred. A minimum of seven years experience in the professional services arena with particular focus on management of local government affairs in a municipal setting of equal complexity or similar experience in local government executive administration is required as well as a progressive track record of increased management responsibility. City of Bloomington residency preferred.

**OTHER SKILLS REQUIRED:** Strong visionary leadership, organizational, time management, change management, people management, customer service, analytical, critical thinker, resourceful, mentoring, quality management, problem-solving, team orientation, strategic thinking; exceptional written, oral, interpersonal and presentation skills. Ability to operate as an effective tactical as well as strategic thinker and consistently displays integrity required.

### **APPLICATION PROCESS:**

- Definition of “viable applicants” will include only those individuals who meet all “key qualifications” as listed on this job posting, fully complete the application, and file it with the City of Bloomington prior to the end of the work day of the posting’s final date. (See “Posting Start/End Dates” above.) Only viable applicants will be considered for the posted position and will receive communication from the City.
- Applications are preferred on-line, but a hard-copy application/further information may be obtained from the City of Bloomington Human Resources Department at 109 East Olive Street, Bloomington, IL 61701.
- Viable applicants are encouraged to attach a resume and cover letter to their application and must include compensation history.

## **City of Bloomington, Human Resources Director**

Posting Start/End Dates: June 5, 2014, 2014 through July 15, 2014

City of Bloomington Contact: hr@cityblm.org

The City of Bloomington, Illinois (City) is pleased to announce an Executive position

available at its corporate office in Bloomington, IL reporting to the City Manager. Using continuous process improvement as an on-going strategy, the HUMAN RESOURCES DIRECTOR (HR Director) will provide the leadership, management and vision necessary to ensure that the Human Resources Department (HR) has the proper administrative support, associated reporting procedures, and people systems in place to effectively serve the City government. Through a respectful, constructive and energetic style guided by the mission, vision and values of the City, the HR Director will be directly responsible for the following support operations: Human Resources, Benefits, Compensation, Employee and Labor Relations, Training and Development, Employee Wellness, Recruitment and Hiring and Community Relations. Key functions include:

- Direct HR functions/staff including compensation, benefits, training/development, employee/labor relations, employee wellness, recruitment/hiring and community relations.
- Oversee labor relations for collective bargaining units including developing strategy for collective bargaining; planning and coordinating with collective bargaining units for contract negotiations and interest arbitrations; managing the grievance process and assisting City departments with contract interpretation and enforcement.
- Serve as a key spokesperson regarding all HR-related matters.
- Review, recommend and implement HR policies/practices ensuring optimum use of human/financial resources with a focus on containing or lowering employee-related costs.
- Work directly with Department Heads to support departmental goals and objectives.
- Recommend organizational and staffing needs to the City Manager to ensure optimum level of authorized services as needed.

- Maintain knowledge of industry trends and pertinent legislation assuring City compliance.
- Consult with appropriate sources on Community Relations activities and provide designated communications.

#### KEY QUALIFICATIONS:

**EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree in Human Resources Management, Business, Public Administration or a related field is required. A Master's Degree in the aforementioned fields is preferred. A minimum of seven years experience in the professional services arena with particular focus on HR within municipalities is required as well as a progressive track record of increased management responsibility. Employee and Labor Relations experience required. City of Bloomington residency preferred.

**OTHER SKILLS REQUIRED:** Strong visionary leadership, organizational, time management, change management, people management, customer service, analytical, critical thinker, resourceful, mentoring, quality management, problem-solving, team orientation, strategic thinking; exceptional written, oral, interpersonal and presentation skills. Ability to operate as an effective tactical as well as strategic thinker and consistently displays integrity required.

#### APPLICATION PROCESS:

- Definition of “viable applicants” will include only those individuals who meet all “key qualifications” as listed on this job posting, fully complete the application, and file it with the City of Bloomington prior to the end of the work day of the posting’s final date. (See “Posting Start/End Dates” above.) Only viable applicants will be considered for the posted position and will receive communication from the City.
- Applications are preferred on-line, but a hard-copy application/further information may be obtained from the City of Bloomington Human Resources Department at 109 East Olive Street, Bloomington, IL 61701.
- Viable applicants are encouraged to attach a resume and cover letter to their application and must include compensation history.

## City of Highland Park, Director of Finance

Highland Park, IL (29,763) Dynamic, progressive community with beautiful neighborhoods and vibrant commercial districts, seeks its next Director of Finance. A Aaa rated community by Moody's Investors Service, Highland Park is home to nationally recognized schools, beautiful parks and ravines, and Ravinia Festival, the world class summer venue of the performing arts. Highland Park is located 23 miles north of Chicago along the shore of Lake Michigan and is a highly desirable community in which to live and work. The City of Highland Park is seeking a progressive, highly collaborative finance executive to serve as its next Finance Director. The position reports to the City Manager and works closely with the City Manager, department heads, Mayor and City Council on all of the City's financial matters. The Finance Department includes the Information Technology Division and responsibility for risk management. The department has 11 full time and five part time authorized positions and a \$1.5 million budget. The city's total budget is \$85 million. The Finance Department staff includes a Deputy Finance Director, Manager of Information Services and two additional IT staff, an accountant, administrative finance clerks, an executive assistant, and five part time employees. The next Director must have high integrity, a positive track record in customer service, and a record of team building within the department and with other departments. Candidates must have a bachelor's degree in finance, accounting, public policy, business, or related field. A master's degree or higher level certification, such as a CPA or MBA a plus. Candidates must have 7-10 years increasingly responsible experience in executive level finance in the public or private sector. The successful candidate will have strong oral and written skills, strategic planning abilities, and a demonstrated enthusiasm for working closely with elected and appointed officials. Salary is \$145,000+/- DOQ. Residency in the City of Highland Park is not required. Candidates should apply at once but no later than July 7 with resume, cover letter and contact information for 5 references to [www.GovHRUSA.com/current-](http://www.GovHRUSA.com/current-positions/recruitment)

[positions/recruitment](http://www.GovHRUSA.com/current-positions/recruitment) to the attention of Heidi Voorhees and Paul Harlow, 650 Dundee Road #270 Northbrook, IL 60062 Tel: 847-380-3243 Fax: 866-401-3100.

### IMPORTANT UPCOMING EVENTS:

#### July 2, 2014

Legacy Project Luncheon  
Geneva, IL

#### July 11, 2014

SWICMA Luncheon

#### August 1, 2014

SWICMA Luncheon

#### August 6, 2014

Legacy Project Luncheon  
Buffalo Grove

#### August 14 – 15, 2014

Downstate Summer Meeting  
Dixon, IL

#### September 3, 2014

Legacy Project Luncheon  
Woodridge Village Hall

#### September 5, 2014

SWICMA Luncheon

#### September 11, 2014

CAL-Coaching Webinar

#### September 14 – 17, 2014

ICMA Annual Conference  
Charlotte, NC

For complete information visit the ILCMA calendar at

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