



# City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

June 2013

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## Calendar of Events

For complete details on events please visit the ILCMA calendar at <http://www.ilcma.org/calendar.aspx>

June 5, 2013  
**Legacy Project Luncheon**  
Woodridge, IL

August 7, 2013  
**IAMMA Luncheon**  
Location TBA

June 12-14, 2013  
**ILCMA Summer Conference  
60th Anniversary Celebration**  
Eagle Ridge, Galena, IL

September 22 – 25, 2013  
**ICMA Annual Conference**  
Boston, MA

### Important Notice – No Newsletter in July

Due to the ILCMA Summer Conference, *City/County Management in Illinois* will not be published in July. August 1 is the next publication date. Articles for that newsletter will be due to the Secretariat by July 10, 2013. A job supplement will be forthcoming in July so continue to send in your job ads.

DISCLAIMER: Statements or expressions of opinions appearing herein are those of the authors and not necessarily those of the Association or its editor. The publication of any advertisement is not to be construed as an endorsement of the product or service offered.



Enjoy the Summer!

# President's Column

By David Nord, MIT, ILCMA President

I was considering a variety of topics for my final President's column; the selection process became easier when I arrived at work Friday morning a few weeks ago to be greeted by the Mayor and the Village Attorney. Neither person is typically in the building on a Friday morning, it was apparent what was about to occur.

While it didn't come as a complete surprise, I would be lying if I said it didn't hurt. Many within the profession have already experienced termination in their career, so I won't bother rehashing what most of you have already experienced or read about elsewhere. My topic is the need for character and professional behavior by ILCMA members and the need to be involved in ILCMA.

As much as the thought of lashing out would come and go from my thoughts, the fact is our profession demands every member to act ethically and conduct themselves as a professional in all circumstances regardless of how unfair it may feel at the time.

In an age where technology allows information to be sent immediately, there is no real opportunity for a local government management professional to "do over" or undo what is said or done in the course of our work. This holds true in our daily duties, as well as at our departure.

As unfair as this all may seem, the fact remains that we chose this profession because we want to make a difference. The parks built, the services provided, and the accomplishments achieved in the course of our tenure are going to be our legacy. These things remain long after the people and circumstances surrounding our dismissal are gone.

It is my hope that more of the membership become involved in ILCMA and be approachable to others when attending conferences or affiliate meetings. What other organization do you belong to where most every person "gets" why you went into this profession in the first place? The comradery and support available through ILCMA is sincere and heart felt. In my recent experience, I've found the membership to be an incredibly gracious and professional bunch. The phone calls, emails, notes and face to face encouragement have been...well....encouraging.

ILCMA's new year begins soon. If you have volunteered and been involved in the past year, thank you for your service. A number of tasks outlined in the five year plan have been achieved. While Dawn and her staff are amazing, the membership still needs to ultimately secure the results. If you are thinking of becoming involved, but haven't, don't wait. Your contribution to the organization is needed, and the relationships created may be lasting.

# Welcome New Members!

Justin Constantino, Village of Kenilworth, Management Analyst  
Kate Green, City of Peoria, Senior Administrative Assistant  
Julian Green, City of Lockport, Intern  
Kevin Leighty, City of Elmhurst, Administrative Intern  
Nicholas Mostardo, Student  
Regan Stockstell, Village of Richton Park, Community Development Director

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## Call for ILCMA Committee Volunteers

Have you wanted to get more involved with ILCMA, but just haven't gotten around to it? Well, now's your chance as the following 2013-2014 Committees need members:

### ILCMA Conference Committee

Chair – Pres Elect – Joe Breinig, Carol Stream

Co-Chair – Vice President – Kelly Amidei, Libertyville

The Conference Committee shall plan and organize the summer and winter conferences. The Conference Committee shall be divided into two sub-committees in order to divide the labor of planning the conferences. The Committee make-up shall be as follows: two representatives from each affiliate (one to serve on the Summer Conference Sub-committee and one to serve on the Winter Conference Sub-committee) and a representative from the host cities for the summer and winter conference when appropriate. There should also be geographic representation on each of the Sub-committees.

**Summer Conference Committee** – Eagle Ridge Inn & Resort, June 11 – 13, 2014

Chair – Joe Breinig, Carol Stream

The Summer Conference Sub-committee shall plan and organize the principal annual Association conference held in June, which includes the Annual Business Meeting.

**Winter Conference Committee** – Hilton Springfield from February 26 – 28, 2014

Chair – Kelly Amidei

The Winter Conference Sub-committee shall plan and organize the Association conference held in February.

### Professional Development Committee

Chair – Kevin Barr, Schiller Park

The Professional Development and Education Committee shall provide information and guidelines to further the continuing education of its members. In addition, the committee assists ILCMA members in achieving continuing education goals for their respective organizations, and in periodically reassessing the professional development and continuing education goals of the ILCMA membership. There shall be a commitment to the ICMA credentialing program so members are able to achieve professional development goals. The committee is in need of representation from all affiliates as well as the general membership.

### Membership Services Committee

Chair – Jason Bielawski, Roselle

The Membership Services Committee shall evaluate current services and provide recommendations on additional member services. The committee shall be responsible for facilitating a survey of the membership every two years. Over the past few years the committee has also focused on diversity initiatives and membership development and recruitment.

### Promote the Profession Committee

Chair – Julia Cedillo, LaGrange Park

The Promote the Profession Committee shall coordinate activities to promote the local government management profession to cities, villages, counties and townships throughout the state. The committee shall also coordinate activities and provide information about the profession to educational institutions.

**Committee on Professional Conduct** (based on vacancy per term requirements and regional representation)

Chair – David Strahl, Mount Prospect

The Committee on Professional Conduct is responsible for:

- Serving as a fact-finding committee to review ICMA ethics complaints or questions involving Illinois members
- Developing and carrying out education and training activities to promote the highest ethical standards of conduct
- Serving as the primary liaison with the ICMA Committee on Professional Conduct

### The Scholarship and Awards Committee

Chair – Mark Franz, Glen Ellyn

The Scholarship and Awards Committee shall annually recommend to the ILCMA Executive Board individuals for the following award categories: recognition of ICMA service awards and ICMA Annual awards, Outgoing President's Award, Lifetime Membership Awards and Special Awards for significant professional and personal achievements of members as determined by the Committee and any other awards, scholarships, and grant programs as approved by the Board of Directors. The Committee shall also be charged with the selection of winners of the International Scholarship, Banovetz Scholarship, and conference scholarships. The committee shall follow the various standard operating procedures for the respective awards, as approved by the Board of Directors. Both the President and Past President shall serve on the committee. The President shall chair the committee. There shall be four other members of the committee. Members must be corporate members of the association in good standing. At least one member of the committee shall be an assistant.

### ILCMA Website Re-Design Ad Hoc Committee

The ILCMA website is over five years old and is in need of an update. This Ad Hoc committee will evaluate the current ILCMA website, create an RFP, and review bids to update the ILCMA and IAMMA websites.

If you are interested in serving on any of the above committees please contact Dawn S. Peters by June 14, 2013 at dpeters@niu.edu or call her at 815-753-0923.



## Membership Dues Due!

Have you paid your 2013-14 membership dues yet? If not, please send your dues form in today so that you can be included in the Who's Who Directory! Forms can be downloaded on the ILCMA website at:  
<http://www.ilcma.org/membership.htm/>

### YOU CAN ALSO DO ONLINE MEMBERSHIP RENEWAL!

To renew online using a credit card visit:  
<https://www.ilcma.org/forms.aspx?FID=60>

As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

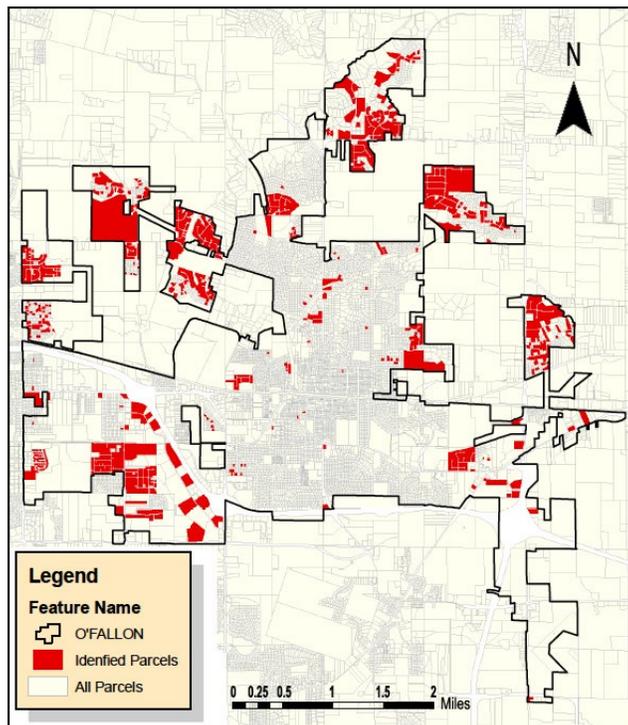
## Enhancing Municipal Revenues Through Address Audits

By Jason Perry  
Azavar Audit Solutions, Inc.

City managers and locally elected officials recognize the vital importance of maximizing their municipal revenues as a cornerstone of good government. The theme of this year's ILCMA Conference opening keynote presentation "Reflecting, Responding, and Redesigning for an Uncertain Future" is a timely reminder that our cities must seize every opportunity to ensure that they are receiving every penny that they are due in taxes and franchise fees – not just as a strategy to help them survive a downturn, but also to ensure that they fulfill the duty of fiscal accountability to their residents and businesses.

In many parts of Illinois, municipalities have seen rapid changes or expansion over the last 20 years or more. Commercial development has attracted new investment in industrial, manufacturing, and retail space, and deregulation has prompted an increase in utility providers, telecommunications service providers, and businesses making sales within a community.

### How Address Records May Be Riddled With Errors



As new parcels of land are annexed and city boundaries change, a municipality should expect to generate fresh revenues. Given the speed at which many communities are changing, however, it is not unusual for local government officials to suspect that their income from taxes and franchise fees may not be increasing at the corresponding rate. In many cases, errors in tax payments are caused by taxpayers' reliance on inaccurate or out-of-date information.

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The City of O'Fallon, Illinois is a recent example of a community that was missing revenues because of a significant number of address coding errors. The map included in this article highlights in red areas of the City where addresses were not correctly coded by the utility taxpayer to remit taxes to the City of O'Fallon.

In circumstances such as these, local government managers find that remedying the situation includes not only recouping lost income from the past, but also ensuring equitable assessment and accurate revenues going forward.

### Correcting Address Databases – a Herculean Task?

It may be no easy task to uncover these errors, however, as inaccuracies may go back several years, and rooting them out may require the kind of detective work that calls for a forensic approach to data analysis.

Other obstacles may also impede efforts to track down anomalies lurking in taxpayers' address records:

- Address information needs to be collected from multiple sources, including Geographic Information Systems (GIS), land management and community mapping, address points, ALI / ANI databases and 911 dispatch, enterprise zones, and property tax records.
- In order to establish a clear frame of reference, it is often necessary to work in concert with several municipal departments, such as finance, the City clerk's office, the police and fire departments, building and zoning officials, planning, and water.
- Some taxpayers or utility providers may not be willing to cooperate with a municipality's efforts to establish which addresses in the utility databases are identified as serviceable, and which of those hold active customer accounts.
- The sheer volume of data that requires standardization and analysis may overwhelm local government staff whose other duties already place heavy demands on their time and energies.

Software solutions have been developed to help deal with many of these auditing processes, such as the analysis of data supplied by utility providers and GIS to create as complete an address list as possible and then determine potential errors in a taxpayer's database. However, a manual review may also be required to identify "exception addresses."

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As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

## Strategic Planning: Two Actions, Four Questions

By Craig Rapp, President of Craig Rapp, LLC and Senior Associate with CGS

Strategic planning- what does that mean to you? Depending upon whom you ask- it could mean many different things. Over the past thirty years as a City Manager and consultant, I've participated in or led planning efforts ranging from two-hour goal-setting worksessions to yearlong visioning/strategy processes with 250 citizens involved. Like many things in life, where you stand depends a lot on where you sit.

At the core of all planning efforts however, are two primary actions, and four specific questions. The actions aren't always taken and the questions aren't always asked – but they are implied in all processes, and necessary to achieve desired results.

The two actions are (1) Strategy development and (2) Strategy deployment. Every plan gets developed, even if it's a simple prioritization of goals and a set of action steps. Unfortunately, not every plan gets deployed- at least thoroughly- throughout the organization.

The four questions that every organization should ask, no matter which process they use are: (1) Where are you (now)? (2) Where are you going? (3) How will you get there? and (4) What will you do? The leadership group needs to step back periodically – I advise yearly- and ask these four questions. The first two relate to development of a plan, the second two to deployment.

The commitment to develop and deploy a plan is the recipe for successfully addressing critical issues facing the organization. Unfortunately many organizations spend their yearly effort on a single retreat focused on plan development, assuming deployment will take care of itself, mostly because that's staff's job.

The annual retreat should be the starting point of an ongoing effort by leadership to develop a plan, deploy the plan, measure and report on the results achieved. As Table 1 depicts, the actions connected with deployment are as numerous, and in most cases, more time-consuming, than the development steps.

The questions and process steps apply whether you are a small community prioritizing goals or a large jurisdiction planning a multi-year strategy with complex levels of community engagement.

Let's say you are a small community and you simply want to prioritize goals and "get them accomplished". Following the process listed in Table 1, you start the goal setting session by asking, "Where are we?" This could take the form of a simple discussion regarding the challenges facing the organization or a systematic SWOT process. Either way, determining the current state of things and the strategic challenges facing the organization is the first step. Step 2 is figuring out "Where do we want to go?" Building off the strategic challenges identified in Step 1, the group could brainstorm the goals necessary to address the challenges, or use a more defined process connected to a SWOT analysis. No matter which method, getting specific about the important priorities is the primary work of Step 2. Some groups at this step identify broad actions, outcomes, or objectives to be achieved, or direct staff to do so. Depending upon the group's desire, time constraints or temperament, a

review of vision, mission and core values are also addressed here. These are useful efforts to ensure that goals are aligned with the organization's purpose, direction and underlying values.

Steps 3 and 4, the deployment steps, are where the process often gets off-track. This doesn't mean that organizations don't work on goals, or create action plans. It means that organizations don't spend much time in a coordinated effort to link the priorities to clearly articulated outcomes; and with a comprehensive perspective that seeks to maximize the efforts of the whole organization, not merely a specific department or program.

Following Table 1, Step 3 is where staff takes over from the governing body and senior leadership. The question "How will we get there?" is meant to challenge management to create specific initiatives that will accomplish the goals. In addition, it suggests

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CGS is pleased to welcome **Craig Rapp** to the Public Management and Training Team!

As a former City Manager and former Director of Consulting for ICMA, Craig brings a wealth of experience and knowledge to CGS. He will lead our efforts in:

- Effective Governance/ Board Effectiveness
- Strategic Planning
- Team Building
- Government Collaboration & Shared Services Studies

**Craig Rapp**  
email: craig.rapp@niu.edu  
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Table 1.

STRATEGY DEVELOPMENT DEPLOYMENT		STRATEGY	
Where you are	Where You're Going	How You'll Get There	What You'll Do
Scan the environment	Define your Mission	Develop Initiatives	Create Detailed Action Plans
Conduct internal and external analysis (SWOT)	Articulate Core Values	Define Performance Measures	Establish Accountability Who, What, When
Develop Strategic Profile	Set a Vision	Set Targets & Thresholds	Identify Success Indicators
Identify Strategic Challenges	Establish Goals	Cascade throughout organization	Provide Resources
	Identify Key Intended Outcomes		

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### GIS Supports Recent Flood Emergency Response Efforts

By Amy Roust, GIS Specialist, MGP, Inc.  
Cartographer, Jim Kelly, GIS Specialist, MGP, Inc.

In April 2013, Chicagoland experienced one of the largest flooding events in its history. Cook, Lake, DuPage, and Will counties all were among the 48 in Illinois to be declared disaster areas in the wake of the April 18 and 19 storms and historic flooding. As local governments activated their emergency operations centers, those with GIS found that this technology played a vital role in supporting their response. The technology was used to collect and analyze data, publicize time-sensitive information, and later on to organize information for a more efficient impact assessment. From beginning to end, GIS provided local government staff and residents with the tools and information to manage this event more effectively.

This article summarizes the experiences of the communities in the GIS Consortium (GISC). The GISC is a public entity consisting of local governments that have developed a shared-services model for staffing GIS programs. MGP, Inc. is the managing partner for the GISC, providing on-site staff and technology support. For more information, please visit [www.GISConsortium.org](http://www.GISConsortium.org).

In the early hours of the emergency, GIS was asked to create and regularly update maps of reported problems in each community. The GIS specialist maintained a database of issues that linked directly to the community's web mapping application, providing response personnel near real-time information about the event. Community staff members filled out call sheets with information from field crews and residents, which were continually updated in the database. As soon as a call was logged, anyone in the emergency operations center could map it based on the criteria they desired. Anything from basement flooding and closed roads to all unresolved issues could be displayed with just a few clicks of the mouse.

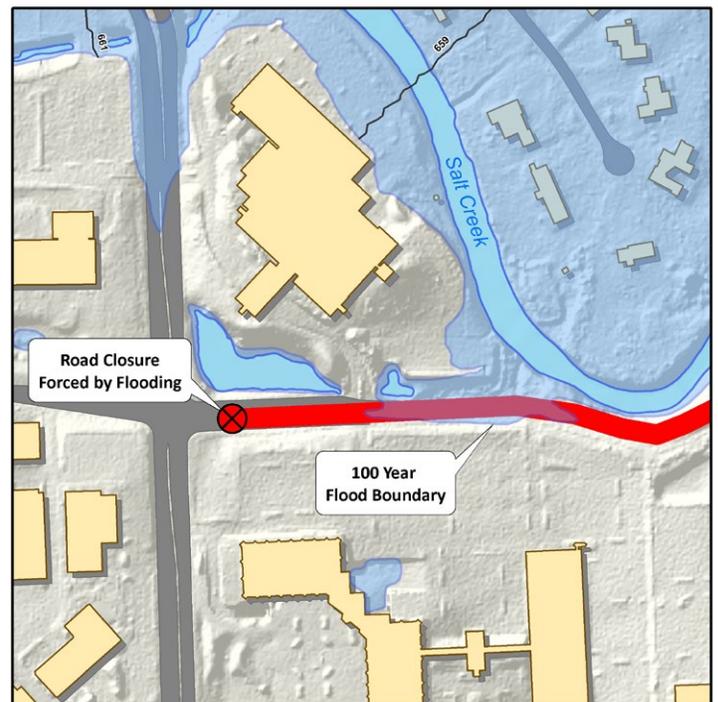
Since GIS maintained the latest condition reports, it was also used to communicate with the public. One of the most popular examples of this was an online map showing flooded roads, sandbag drop locations for resident use, and even temporary shelters for residents in need. This interactive map had more than 7,700 Internet hits during the week of the event. Residents provided feedback on how useful it was to have a visual representation of the current situation rather than a text description. Since many major roads were impassable for several days after the storms hit, the map was updated regularly so that both residents and field operations could see how their commutes were impacted at any given time.

As the rivers crested and then receded, county and local officials were anxious to start assessing the damage so that they could apply for aid by the mandated deadlines. GIS already had this information, so it was easy to efficiently map the complaints for inspection crew use. GIS identified "hot spots" in the community where the density of calls for assistance was highest. County officials noted the usefulness of these maps, as they transformed a static list of addresses into geographic clusters that could be inspected in rapid succession.

When it comes to emergency response, advanced planning can prepare a community for logistical challenges. Communities with GIS who are interested in preparing resources for a major flood event should consider the following:

- Identify options for real-time (or routinely updated) mapping. Even communities without a dynamic connection between a database and an online map found it helpful to have a GIS-compatible template spreadsheet ready for staff use. When the emergency occurs, staff members can open the spreadsheet and fill out the fields while the caller is on the phone. With predetermined categories that are formatted for import into GIS, the GIS professionals can efficiently update and publish maps.
- Map flood extents using existing elevation data. GIS can use terrain models (contour lines) to identify areas in the community that are likely to flood based on their elevation and relative location to significant bodies of water. Crest predictions fluctuate throughout an event, so having a set of possible scenarios ready to go can aid decision making when time is of the essence and resources are limited.
- Identify critical infrastructure. Most municipalities have critical infrastructure such as sanitary pump stations and water treatment systems that need to be protected from rising waters. Beyond the community-owned utilities, officials should take proactive measures to protect additional infrastructure such as power sub-stations and transformers. Maps of these sensitive areas as well as possible locations for public resources such as sandbags and shelters can help communicate plans to employees who have not been involved with previous events.
- Include GIS staff in annual drills. Whether it's a table-top discussion or a scenario-based drill, include a GIS staff person in the process so that they can demonstrate the capabilities of the technology. Be sure to have updated emergency contact information for GIS so that they can be reached when the unexpected happens.

Of course, even with the best planning, disaster will occur without warning. As Chicagoland learned first-hand this spring, a GIS program is a powerful asset to any community's emergency response infrastructure.





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## IML Manager Committee Sessions IML Conference – October 2013

The IML Managers Committee and a number of our fellow city managers are working on four sessions for the IML Conference that is scheduled for October 17-19, 2013. As you will see, several of these sessions are very much works in progress because they pertain to pensions and the Public Safety Employment Benefit Act (PSEBA), both of which are subjects for discussion before the State Legislature as I write this article.

### MAYORS AND MANAGERS

A number of us have discussed putting together a session that would highlight the relationships of mayors and managers in Illinois municipalities. For the 60th Anniversary of the Illinois City Management Association and the 100th Anniversary of the Illinois Municipal League, it was thought that highlighting a number of very successful mayor/manager teams in a number of communities would illustrate what we are all about. The thought is to have three mayor/manager teams in a panel type presentation with several communities representing both size and geographic diversity in Illinois.

Looking forward, we want to also discuss the “legacy project” at this session. How do we engage women and minorities to join our organizations and be part of public management. We are working on details and encourage your thoughts and, of course, volunteers.

### IML CONFERENCE PANEL DESCRIPTION

*“Is the Recession Killing your Succession Planning?”*

This panel will draw upon an HR professional, leading public managers in Illinois communities, and NIU’s MPA program to; identify the market demand for local government department heads and managers; strategies to encourage potential employees to “go back to school” for management training; and, finally, educational options for employees who should be groomed for management positions.

### Potential panelists include:

- Heidi Voorhees, Voorhees & Associates
- James Norris, Village Manager, Hoffman Estates
- Kurt Thurmaier, Professor and Director, NIU’s MPA Program
- Fire Chief
- Public Works Director

### PENSION AND PSEBA CHANGES???

The Committee is also working on two of our Conference favorites – one on pensions and the other PSEBA. As I write this article, it is uncertain what exactly will come out of the legislature on both of the aforementioned subjects.

In regard to pensions, if major changes are adopted, we will have a panel discuss the impact of these changes and certainly comment on the Constitutional issues that have been raised concerning whatever legislation is passed. Important for Illinois municipalities, what would be the implications, assuming State pension changes, for police and fire pension systems. Of course if no action is taken, we can have our discussion of the past several years concerning the State’s continuing dire financial situation and how the need is even more certain that pension reform is necessary.

In reference to the Public Safety Employee Benefits Act, at this writing, there is a bill being discussed that would, as a start, provide for reporting to a State agency. This is a first step in collecting information so we can start to have a review using good information with fire and police regarding what we feel are needed reforms of PSEBA. Also with PSEBA, as we have in the past several years, a discussion of best practices under the current law will be an important part of this session.

I would urge all of you to share your ideas on the aforementioned sessions. In reference to any of these sessions, please feel free to contact me at [mikea@vhills.org](mailto:mikea@vhills.org) or specifically on the succession session; please contact:

Jim Norris at [Jim.Norris@Hoffmanestates.org](mailto:Jim.Norris@Hoffmanestates.org)



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*continued from page 4*

The technical nature of the task and the skills issues it implies mean that municipalities often choose to outsource their address audit entirely and allow a team of specialists to work with the provider, research and verify the correction of valid errors, and determine the outstanding monies owed to their city. A statute of limitations may pertain to a particular audit, and further research may be needed in order to calculate the complete sum of payments owed.

### How Can You Prevent the Future Miscoding of Addresses in Your Municipality?

There will always be a risk that errors will creep into taxpayer address records over time, especially in an area which experiences rapid growth or change, sees new residential developments, or attracts new businesses to set up headquarters within its boundaries. Local government staff need remain aware of this possibility, set up internal review procedures, and stay vigilant, conducting or outsourcing a regular analysis of possible taxable locations within their community.

City managers are recommended to take the opportunity to join together – for example, how to create an operating protocol to manage the ongoing geographic changes that almost every community undergoes. These may include:

- Maintaining a continually accruing list of geographic changes.
- Sending notice of annexations and related addresses to each utility provider via certified mail at the address on the franchise agreement.
- Monitoring individual telecom providers and resellers.
- Checking receipts from sales tax payments, particularly around municipal boundaries.
- Maintaining a business license program and reconciling it with Illinois state records.
- Keeping electronic records of all notices in a central repository, with regular backup.

### An Essential Strategy for Revenue Enhancement

Municipalities that have undertaken an address audit have sometimes been able to recoup missed tax and fee payments going back several years, and benefit from a significant boost to their current and future revenues. It is no exaggeration to say that, apart from verifying the accuracy of the actual dollar amount, maximizing taxes through an address audit may be the single most important aspect of this type of revenue enhancement.



# SUMMER CONFERENCE 2013 AND 60<sup>TH</sup> ANNIVERSARY CELEBRATION JUNE 12- 14 AT EAGLE RIDGE INN & RESORT, GALENA, IL



## REBECCA RYAN THURSDAY MORNING OPENING KEYNOTE

### **Our Cities 3.0: Reflecting, Responding and Redesigning for an Uncertain Future**

As we enter a new era in which cities have fewer resources, citizens are uncertain about their future, and people become more “home-oriented,” civic leaders must remember what cities are for, and make smart, contemporary choices to endear them to generations to come.

In this dynamic presentation, audiences will learn about NGC’s extensive research on “Next Cities” - places that have the attributes to become talent magnets - and will help cities gather momentum for “The New Normal.” This presentation addresses

three key questions that will determine the future of our cities:

- Why do cities exist? What timeless wisdom can we rely on, in an uncertain future?
- High tech/high touch. What contemporary issues must city leaders address to remain relevant for 21st Century entrepreneurs and business owners?
- For our children and their children. How do we make investments that our future generations will value and enjoy?

*Addresses ICMA Practice Areas 6 - Initiative, Risk Taking, Vision, Creativity, and Innovation and 13 – Strategic Planning*



## PETER BURCHARD FRIDAY MORNING CLOSING KEYNOTE

### **How Work Works: Vision, Courage and Correction**

In this presentation, Peter Burchard explores how the elements of vision, courage and correction form the basis for the success of local government managers and their team of experts. Drawing on his experience as a city manager, health executive and key people who have come into his life, Peter’s passionate appeal will explore ideas and concepts meant to energize and lift local government leaders and their teams to a higher level of performance, influence and happiness. But, as Peter states, “We have to go down a path that many people don’t

necessarily expect.”

In this fast paced and energetic presentation, Peter will explore topics such as:

- The three greatest work lies ever told.
- How being positive is a naked value.
- How to accelerate what’s important to you.
- Your mind: friend or foe?
- The seven elements of a great day at city hall.

Attendees will leave with a fresh perspective on their value to others, their unique contribution to the organization and how to re-tool what isn’t working for them.

*Addresses ICMA Practice Area 6 - Initiative, Risk Taking, Vision, Creativity, and Innovation*

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# ICMA Annual Conference Scholarships Scholarships Help Members Attend Conference



## ILCMA Offers Scholarship to ICMA Conference

In order to encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce that they will provide financial assistance to ILCMA members, who are also members of ICMA, wishing to attend their first ICMA conference. ICMA will waive conference registration fees to the annual conference for two ILCMA members. ILCMA will in turn match the dollar amount of those fees to help defray transportation and housing fees. This is an excellent opportunity, particularly for members from communities that do not have the resources to allow their staff to travel to national conferences.

To qualify, **applicants must be full members of ILCMA and ICMA** and be attending their first ICMA conference. To apply send a brief letter explaining how you and your community would benefit from receiving this award. Along with the letter, please enclose an up to date resume. Applications are due in the Secretariat office no later than **June 7**. The ILCMA Awards and Scholarship Committee will make a final decision on award recipients around the first week of July. ILCMA will notify ICMA of the names of award recipients indicating that they are entitled to a waiver of the conference registration fee.

## ILCMA Offers Student Travel Scholarship to ICMA Conference

In celebration of ILCMA's 60<sup>th</sup> Anniversary, the ILCMA Summer Conference Committee is holding a raffle for a diamond pendant, the winner to be drawn at the upcoming ILCMA Summer Conference. The proceeds of the raffle will go towards up to three travel scholarships for MPA students to attend the [ICMA Annual Conference](#) in Boston, MA.

In order to qualify you must be currently enrolled as a part-time or full-time student and be planning on a career in local government management (municipal or county).

To apply, send the following:

- Letter indicating why attending the conference would be beneficial to you
- Statement of career goals
- Resume
- Letter of recommendation from either your intern supervisor or faculty advisor

Applications need to be received by **June 7**. It is preferred that one send a pdf file of one's application to Dawn S. Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu). Or, applications can be mailed to:

ILCMA Secretariat  
Center for Governmental Studies  
Northern Illinois University  
DeKalb, IL 60115  
Attn: Dawn S. Peters

For further information, please contact [Dawn S. Peters](#) at 815-753-5424.

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*continued from page 5*

that everyone in the organization needs to know how they relate to the goals and how they will be judged; hence the steps: identify measures, set targets and cascade throughout the organization.

This could take the form of a staff retreat to develop ideas and plans, connecting them to an overall package of efforts for the performance period. Again, depending upon time, desire and complexity of organization, this could involve many people and levels of the organization, or only a small group. The point is that the organization should commit the time to addressing in a comprehensive way how it will achieve the goals identified by the governing body.

Step 4 is an extension of the efforts undertaken in Step 3. If you've answered the question of how you'll get there, then asking: "What will you do?" is the next logical question. Specifically, this means challenging staff to create detailed action plans, with accountabilities and success factors. Linking these directly to the initiatives and the goals of the organization continues the cascading effort and enables everyone to see how their efforts relate to overall priorities. The early stages of these activities are typically part of the staff retreat previously mentioned, but they are also conducted at the lowest levels of the organization so that those who do the work (or at least supervise it) create the plans.

The final piece, and perhaps most important to deployment and implementation, is the last item listed which is providing resources. A truly strategic plan is a resource allocation guide signaling what is most important and where resources should be directed. In many organizations the strategic plan never makes its way into the business planning/budgeting process. It may start out with that ideal in mind, but the transition to the business planning and budgeting is often neglected. Here again, this requires a commitment on the part of staff and the governing body that the goals and priorities will provide a framework for resource allocation.

This could be as simple as of a series of worksessions with the governing body, up through the development of a strategy-business plan-budgeting system that reflects a recurring business cycle with processes, measures and feedback mechanisms. The point is that the organization makes a specific declaration and commitment to using the goals and priorities as guidance for financial decisions.

So, what does strategic planning mean to you?



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## IAMMA Announces Annual Awards

The 2012-2013 IAMMA Executive Board honors the following individuals for their commitment to IAMMA and their dedication to the profession. These individuals were recognized at the IAMMA Awards Luncheon at the IAMMA Conference, Friday, May 17, 2013.

CONGRATULATIONS!!!!!!

### Outstanding Manager Award

Mark Franz, Village Manager, Village of Glen Ellyn

### Outstanding Member Award – Assistant

Kelly Amidei, Assistant Administrator, Village of Libertyville

### Outstanding Member Award – Intern

Michael Strong, Intern, Village of Glen Ellyn (now in Village of Northbrook)

### Outstanding Member Award – Service

Melissa Steirer, Management Analyst, Village of Lincolnwood



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## Managed Competition Virtual Consortium Formed by Alliance for Innovation and Washoe County, NV

Washoe County, NV and the Alliance have joined together to establish a Managed Competition Virtual Consortium. There are 3 local governments (Carrollton, TX, Phoenix, AZ and Washoe County) who are participating in a short-term virtual group whereby we will explore the timely topic of managed competition. The intent is to identify best practices, sample policies and lessons learned that may be of benefit to participants and to other local governments in pursuing Managed Competition initiatives.

The Alliance serves as the coordinator for the managed competition group and has assigned an ASU Marvin Andrews Management Intern to serve as Scribe for each meeting/presentation whereby she will take in-depth notes over the life of the group and ultimately produce a final report for distribution.

If you are interested in joining the conversation, or just want to listen in, please contact Pamela Muse. She is available to answer any questions you may have. We look forward to hearing from you. We believe this will be an interesting and informative process that will be beneficial for those who join us. And the best part is, there is no cost to participate! Contact:

Pamela Muse  
Western Regional Director  
Alliance for Innovation  
888-468-6450 Office  
480-231-3538 Text  
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## CGS to Manage Wisconsin City/County Management Association

NIU's Center for Governmental Studies (CGS) was recently awarded a contract to manage the Wisconsin City/County Management Association. WCMA is a state affiliate of the International City/County Management Association (ICMA), a professional association that promotes and supports local governments in order to build sustainable communities. Kelley Chrisse, CGS research associate, with the help of Alex Galindo, CGS research associate, will provide the administrative support to WCMA.

Founded in 1969, CGS assembles interdisciplinary teams from our own professional staff and across the university to work with government at all levels, non-profit organizations, school districts, community colleges, park districts, library districts, land conservation districts, land developers, health care agencies, and utilities. CGS projects focus on five outcomes:

- Reinvigorating local economies;
- Supporting local governments;
- Promoting balanced communities;
- Informing sound decision-making; and
- Reskilling the workforce.

As one of five practice areas, Public Management and Training offers services for units of local government, state, and federal agencies, and non-profit organizations in order to support public administrators, policy makers, and elected officials. These services include:

- LocalGovNews e-newsletter
- Midwest Leadership Institute
- Civic Leadership Academy
- Customized Training
- Strategic Planning
- Team Building and Organizational Development
- Governance and Municipal Practices Assessment (Illinois Municipal Assistance Program)
- Administrative Services for Professional Associations Serving Local Government

The Association Management Team, a part of Public Management and Training at CGS, was established in 1974 to provide high quality, professional, and cost-effective executive and administrative management services and meeting and conference planning services to professional associations serving local government.

Utilizing a personalized, hands-on approach, CGS currently provides association management services to:

- Illinois City/County Management Association (1974-present)
- Illinois Association of Municipal Management Assistants
- Metropolitan Management Association
- Illinois Local Government Lawyers Association (2006-present)

For additional information visit the CGS website:

<http://www.cgsniu.org/>

or contact Dawn S. Peters at 815-753-0923 or [dpeters@niu.edu](mailto:dpeters@niu.edu)



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If so, ILCMA has a solution to your problem. Have you ever considered utilizing one of ILCMA's programs to help fill temporary job assignments or conduct a special project? ILCMA has two programs that may meet your needs:

**Members in Transition Program (MIT)** – ILCMA keeps a list of Illinois managers and assistants in transition. These managers are willing and able to fill positions, do special projects, and provide expert service to you and your community (list of MIT's below).

**Professional Resource Program (PRS)** – The PRS program consists of retired, semi-retired, and MITs who are again able to do special projects, fill positions and provide expert professional services to your local government. For information please visit the ILCMA website at <http://www.ilcma.org/index.aspx?nid=217>.

The ILCMA Range Riders have the most current list of managers in transition and professional resource program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Range Riders.

Also, don't forget about recent MPA graduates. This is a tough job market and many of them are searching desperately for a position. They may be willing to provide services on contract for short-term projects. This will help them gain additional experience while searching for their first full-time position. Contact any of the graduate schools in your area to identify students who may be willing to do this type of work.

**Members in Transition who agreed to publicize their information:**  
(Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

Doug Elder  
delder54@comcast.net  
Cell: 309-262-8654

Marian Gibson  
rlgmtg@yahoo.com  
815-478-5293  
Cell: 815-509-2282

Cathy-Ann Romero  
cathyromero@comcast.net  
847-705-4942  
Cell: 847-732-4942

David Nord  
dave3441@yahoo.com  
815-978-3606

Greg Seefeldt  
gseefeldt@hughes.net  
712-269-0700

Jim Wise  
jim.wise1960@gmail.com  
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Kathy Katz  
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**City of Aledo, City Administrator**

The City of Aledo, Illinois (pop. 3,700) is seeking qualified candidates for the position of City Administrator. Salary range (\$65,000 - \$80,000) + excellent benefits. The City of Aledo, Illinois is a community known for its family-friendliness, excellent public schools, safe neighborhoods with quality housing, excellent businesses, of which contribute to a high quality of life. The City Administrator reports to Mayor/City Council and is responsible for all city operations including management of employee's and a budget of six million dollars. The position requires a Bachelor's Degree in Public Administration/Business Administration/closely related field. Skills to possess include experience in dealing with Tax Increment Financing and Economic Development; strong Budgeting and Financial skills; excellent Oral and Written skills; Negotiation skills; as well as Code Administration. A letter of interest and resume may be submitted to City Clerk Jarod Dale at cityclerk@aledoil.org or by mail at 120 N. College Avenue, Aledo, IL, 61231, and must be received by 4:00 p.m. on Friday, June 7, 2013.

**City of Wood Dale, Executive Assistant, Public Works**

The City of Wood Dale, Illinois is seeking qualified applicants for the position of Executive Assistant to the Public Works Department. Duties include: answering phone calls, assisting the Public Works Director, processing accounts payable, assisting with payroll for the department, central office supply coordination, planning and researching multiple projects, as well as working together as a team. The candidate must be able to handle multiple projects simultaneously and communicate effectively both verbally and in writing.

A Bachelor's Degree in Business Administration, Public Administration or a related field is preferred with at least 2 years of professional experience.

Salary range is from \$43,076 - \$61,055 determined by qualifications. Excellent fringe benefit package offered.

Resumes will be accepted until June 17, 2013 or until the position is filled. Please include a completed application with all resumes.

Resume and applications should be addressed to:

Cristina Petitti  
Human Resources Generalist  
City of Wood Dale  
404 N. Wood Dale Road  
Wood Dale, IL 60191  
Cpetitti@wooddale.com

The City of Wood Dale is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.



## Village of Buffalo Grove, Office of the Village Manager Summer Intern

The Village of Buffalo Grove, Illinois (pop. 41,496) is seeking qualified candidates for an Intern position within its Office of the Village Manager for the 2013 summer season.

Responsibilities will involve providing administrative support to the Office of the Village Manager, including assisting staff with projects related to the development of the Village's 2014 budget and performing research and analysis related to the Village's current/proposed fee schedules.

The candidate will be expected to work 30 to 40 hours per week during the summer season. Student intern will receive a broad exposure to local government operations and administration.

Ideal candidate will possess a Bachelor's Degree in Public Administration, Business or a related degree and be in the process of obtaining a Master's Degree in Public Administration or a related degree. A strong public service orientation is preferred. Candidate must possess strong customer service, database and spreadsheet skills.

The hourly wage rate is \$17hr.-\$19/hr. DOQ.

Candidates should email their cover letter and resume to: Mr. Arthur Malinowski, Jr., Director of Human Resources at hr@vbg.org Faxed, mailed or hand delivered applications and/or resumes will not be accepted. Please indicate Office of the Village Manager Summer Intern in the subject line. The position will remain open until filled. Resumes will be reviewed as they are received.

The Village of Buffalo Grove is an Equal Opportunity Employer.

## Village of Deerfield, Human Resources Coordinator

Position Title: Human Resources Coordinator

Salary Range: \$67,781 – \$87,716

General Purpose:

The Village of Deerfield is seeking a full-time Human Resources coordinator to plan, organize, and administer the human resources functions for all employees of the Village. Serves as advisor to department managers, Village Manager's Office and employees regarding human resource matters.

### Position Description Overview

Performs work of a professional and technical nature involving research, development and coordination of Human Resources activities of the Village. Assists in setting up Human Resource functions, works on special projects, coordinates the workers' compensation programs. Plans, develops and administers human

resources programs including recruitment, orientation, employee relations, benefits, risk management, labor relations, training and development.

### Minimum Qualifications:

Bachelor's Degree in Human Resources, Personnel, Business Administration, Psychology or related field and 3 to 5 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 and/or SPHR Certification preferred.

### Knowledge Required:

Knowledge of fundamental principles and practices of public personnel administration and municipal government functions, practices and problems. Knowledge of recruitment and selection techniques and practices. Knowledge of statistical concepts and research methods. Knowledge of applicable Federal, State and Local laws and regulations. Ability to interpret Village personnel programs and policies. Excellent analytical, oral and written communication skills, confidentiality and discretionary judgment essential.

### Nature and Scope:

Protects the privacy of all employee information in accordance with the Village of Deerfield's privacy policies, procedures and practices, and as required by Federal and State law. Performs research, compiles, and analyses and prepares reports related to human resources programs including risk management, workers' compensation, training and government compliance. Attends and participates in a variety of meetings including but not limited to risk management claim reviews and staff liaison the IPBC and MICA pools.

Conducts salary and benefit surveys and compiles and analyzes data each year for use by Finance and Administration to develop annual Salary and Wage Plan.

Responds to requests for information from employees, management, outside agencies and the public. This includes requests for information regarding all employee health/dental/vision programs, responding to salary and benefit survey requests from other municipalities and other outside organizations, and all employment verifications

Administers the Tuition Reimbursement Program for employees.

Administers pre-employment process, which includes scheduling interviews, conducting interviews, pre-employment reference checks, hiring qualified candidates, and preparing pre-employment paperwork. Conducts interviews with 2 applicants and hires qualified candidates. Prepares and analyzes EEO information for each recruitment. Utilizes the Munis software to add new employees to payroll system.

Administers the Family and Medical Leave Act (FMLA) program. This includes ensuring our FMLA policy is in compliance with any recent legislative changes, responding to employee and supervisor inquiries, processing paperwork, and tracking all FMLA leaves.

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Performs tasks related to ongoing training needs assessments including employee attitude surveys, task analysis, employee interviews and performance analysis. Selects, develops and facilitates all training follow-up sessions including participant tracking for future training and/or follow-up sessions.

Interprets personnel policies and procedures and benefit information. Counsels employees and communicates and responds to policy, procedure and human resource related questions from department managers, supervisors and employees.

Performs all other related duties as assigned.

Resumes and cover letters should be sent no later than June 3, 2013 to:

Andrew S. Lichterman, Assistant to the Village Manager at alichterman@deerfield.il.us

### City of Geneseo, City Administrator

The City of Geneseo, Illinois (population 6,580) is seeking an experienced, dynamic, forward-thinking management professional to serve as the City Administrator.

The City of Geneseo is located approximately 20 miles east of the Quad Cities, with our own electric water & sewer utilities. Geneseo is located along Interstate 80, with Iowa Interstate railroad crisscrossing through the city. Amtrak services out of Chicago and Moline slated to begin in 2015.

The City Administrator is the chief administrative officer of the City and is responsible for the overall management and administrative coordination of the activities of the City of Geneseo, Illinois, 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.

Qualified candidates will be able to demonstrate proven executive leadership skills to facilitate policy development and implementation, as well as, articulate their knowledge of the principles and practices of public administration. Experience in long-range planning, economic development, intergovernmental relations, finance and budgeting required. Candidates must demonstrate success in building effective working relationships with Elected Officials, Residents and the Business Community, as well as, with managing a team of experienced department heads.

Bachelor's degree in public administration or related field from an accredited college; Masters degree preferred; Four years of increasingly responsible experience in municipal government; and advanced degree may be substituted for two years of experience; One year of relevant experience in a supervisory role; Other combinations of experience and education that meet the minimum requirements may be substituted. Please visit the City of Geneseo website [www.geneseo-il.us](http://www.geneseo-il.us) for complete job description.

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The City of Geneseo offers excellent benefits which includes Health Life and Dental Insurance, and IMRF pension. Qualified candidates should send a cover letter, resume and professional references to the following address by 4:00 p.m. on Friday, June 28th, 2013.

Attn: Jill Laingen, HR Specialist  
City of Geneseo  
115 South Oakwood Avenue  
Geneseo IL 61254  
309-944-0907

#### **Village of Northbrook, General Government Administrative Intern**

The Village of Northbrook, a full-service community located in the North Shore region of Chicago, has an immediate opening for a part-time Administrative Intern to serve in the General Government Department. If you are committed to improving our community, helping our citizens and ensuring the efficient delivery of essential municipal services, please consider applying for this important position. The Administrative Intern will work closely with key staff including the Village Manager and Assistant Village Manager on specialized projects and studies, assist in the administration of the Village's online and social media presence, assist with FOIA requests, among other opportunities.

The successful candidate should possess a minimum of a bachelor degree in public or business administration, accounting, finance or related field and be enrolled in a Public Administration or similar master degree program. Public sector experience a plus. The Village is seeking a one- to two-year commitment, with a minimum of 20 hours per week depending on course schedules. Hourly rate is \$15.

The position will be open until filled, and resume review will commence immediately. The application form can be found at [www.northbrook.il.us](http://www.northbrook.il.us). Qualified individuals interested in being considered for the position should send a cover letter, resume and application form to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or email at [hr@northbrook.il.us](mailto:hr@northbrook.il.us) with "Administrative Intern" in the subject field. Kane County, Regional Planning Liaison/Transportation Planner I

\$35,000-\$45,000 annually      40HRS/Week

The Planning Liaison is responsible for regional transportation planning and programming activities related to highway, transit and bicycle/pedestrian facilities and projects. Responsibilities also include coordination with and assistance to the Kane/Kendall Council of Mayors (KKCOM) in obtaining and administering federal and state transportation funds; technical support to the Kane/Kendall Council of Mayors (KKCOM) through research, report preparation and agency coordination efforts; and implementation of the Kane County 2040 Transportation Plan and regional transportation projects, studies and programs. Acts as the Kane County Bicycle & Pedestrian Planner and is responsible for updating the County Bicycle & Pedestrian Plan.

The Liaison serves as a communication link between the Chicago Metropolitan Agency for Planning (CMAP) and local governments and participates in the CMAP committee structure.

Requirements: Bachelor's Degree in Urban Planning, Public Administration, Civil Engineering, or related field. Candidate

should possess excellent writing and public presentation skills, map interpretation, analytical and computer skills. Desired qualifications: Two to five years of experience in a related field.

Submit cover letter, resume and references to:

Kane County Department of Human Resource Management  
719 S. Batavia Avenue  
Geneva, IL 60134  
Email: [hmc Correspondence@co.kane.il.us](mailto:hmc Correspondence@co.kane.il.us)

Download employment application at [www.countyofkane.org](http://www.countyofkane.org)  
Applicants must submit to a criminal background check.  
EEO Employer/Program. Auxiliary aids are available to individuals with disabilities upon request.

#### **City of Des Plaines, Human Resources Intern**

The City of Des Plaines, Illinois (pop. 58,710) is seeking qualified candidates for a Human Resources Intern position during the 2013 summer season.

#### **Position Responsibilities**

Responsibilities include providing administrative support to the Human Resources Division in the City Manager's Office. Specific duties include: researching and developing employee communications materials on various topics, policy research and development, assisting with routine HR administrative duties, and special projects. Candidate will be expected to work 30 to 37.5 hours per week during the summer season. Student intern will receive a broad exposure to local government HR operations.

#### **Position Requirements**

Ideal candidate will possess or be in the process of obtaining a Bachelor's Degree in Human Resources, Business or Public Administration, or a related degree. A strong public service orientation is preferred. Candidate must possess strong customer service, database and spreadsheet skills.

#### **Hourly Wage Rate and Selection Process**

Starting hourly wage rate is \$10hr-\$12/hr. DOQ. Visit [www.desplaines.org/jobs](http://www.desplaines.org/jobs) and submit an employment application, cover letter and resume to: Human Resources, City of Des Plaines, 1420 Miner Street, 60016; fax, 847-827-2292. Position will remain open until filled. The City of Des Plaines is an Equal Opportunity Employer

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### **City of St. Charles, Public Services Manager**

#### **Job Description**

The Public Services Manager manages the operations of street, storm sewer, fleet, facilities maintenance, and related public services activities. Will supervise staff and work involving the use of judgment and planning in the repair and maintenance of public works infrastructures. This position is responsible for developing long-range plans and objectives, maintaining current knowledge of public works developments/techniques, and assisting in the preparation and administration of the annual budget by satisfying and maintaining all reporting requirements in an accurate and timely manner. This position will also be responsible for exceeding customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered.

#### **Requirements**

Applicants must have thorough knowledge of the principles and practices of public works administration, project management, budgeting, cost control, inventory control, purchasing, and record keeping. A strong knowledge of materials, methods, techniques, tools, and equipment used in street, fleet, and facilities maintenance and repair work; the occupational hazards involved and the safety precautions necessary to the safe performance of heavy manual work and equipment operation; and demonstrated experience with the operation of snow and ice control are required. The ability to prioritize, organize, and delegate, effectively communicate both verbally and in writing, and solid skills with software programs such as Windows, Word, Excel, Access, etc. also are required.

Applicants must have a Bachelor's degree in Engineering, Architecture, Public Administration, Business, or related field, a minimum of eight (8) years' experience in construction, maintenance, and repair of infrastructures, a minimum of five (5) years of progressive supervisory experience, or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. Experience in fleet management and operations are highly desirable.

#### **Salary**

Starting pay will be commensurate with experience. Excellent benefit package provided.

Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) no later than June 9, 2013. Please complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov).

The City of St. Charles is an Equal Opportunity Employer.

### **Village of Park Forest, Public Works Director**

Public Works Director - Park Forest, Illinois (pop. 22,633, 4.96 sq. miles) seeks progressive administrator to lead the Department of Public Works (30.5 FTE) providing service to an established, diverse community 30 miles south of downtown Chicago. Masters Degree in Business or Public Administration is desirable. P.E. is desirable, but not required. A minimum of 7 years of management level experience in public works administration is required. Strong interpersonal leadership, long-range planning, motivational and administrative skills required. Open, accessible, participatory

management style with excellent communication skills essential. Appointed by Village Manager. Salary is \$104,000 +/- DOQ, with excellent benefits. Residency within a reasonable distance is desirable. Additional information regarding the position can be found at the Consultant's website: [www.voorheesassociates.com](http://www.voorheesassociates.com). Candidates should apply by June 21, 2013 with resumé, cover letter, and contact information for five professional references to Gregory F. Ford, at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246. Park Forest is an Equal Opportunity Employer that embraces diversity in its staff and residents.

### **Hanover Park, Community And Economic Development Director**

Vibrant, progressive NW suburban community seeks experienced, energetic Community and Economic Development Director. Expertise in planning and zoning related field. Bachelor's Degree required (Masters Degree preferred) and 5+ yrs. of progressive supervisory experience in the CD field. Must possess excellent oral and written communication skills and be customer focused. Apply online at [www.hpiljobs.org](http://www.hpiljobs.org) by 4:00pm on June 14, 2013. EOE

### **Village of Hinsdale, Village Manager**

Historic, beautiful community with charming downtown and architecturally distinct homes seeks its next Village Manager. Home to nationally recognized schools and a downtown that is listed on the National Register of Historic Places, Hinsdale is a highly desirable community in which to live. Located 20 miles west of Chicago in DuPage County, Hinsdale is a full service community with a \$42 million total budget and 92 employees. The Village Manager is appointed by the Village President and Board of Trustees. Since 1990, Hinsdale has had three Managers, with the most recent Manager retiring after serving 7 years in the position and 23 years with the Village. Successful candidates will have experience in developing positive working relationships with elected officials, staff, other units of government, the business community and not for profit organizations. Candidates must exhibit a high level of professionalism, diplomacy and a commitment to excellence in service delivery. Position requires seven to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. A bachelor's degree is required. A focus in public administration, business administration, public policy, planning or a related field would be advantageous. Master's degree (MPA or MBA) or other advanced degree, strongly desired. Candidates must possess excellent interpersonal skills and an approachable, welcoming style with the community, elected officials and staff. Experience in planning and zoning important as Village Manager serves as Zoning Officer. Residency is not required. Salary: \$175,000 +/- DOQ with excellent benefits. Candidates should apply by June 24 with resumé, cover letter, and contact information for three professional references to Heidi Voorhees at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246.

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