

# City/County Management IN ILLINOIS

Volume 10 No. 10

Strengthening the quality  
of local governance through  
professional management

JUNE  
2015



## In this issue

- President's Column 2
- Who's Who/Welcome Members 3
- Corporate Partner Spotlight 4
- IML Managers Monthly Column 6
- ILCMA Summer Conference 8
- ICMA Conference 10
- Sommer Memorial Golf 12
- innovation Edge 13
- Managers in Transition 15
- 2015 Coaching Webinars 17
- Legacy Project 19
- Senior Advisor Column 21
- Job Mart 22

## Calendar of Events

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

June 3  
**Legacy Quarterly Luncheon**  
Woodridge, IL

June 5  
**SWICMA Luncheon**

June 10 – 12  
**ILCMA Summer Conference**  
Galena, IL

August 13 – 14  
**Downstate City/County  
Management Summer  
Meeting**  
Rock Island, IL

September 27 – 30  
**ICMA Conference**  
Seattle, WA

## 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Due to the ILCMA Summer Conference, City/County Management in Illinois will not be published in July.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 20, 2015.

A job supplement will be forthcoming in July so continue to send in your job ads.

### Membership Dues Notices

Have you paid your 2015-16 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>



## President's Column

by Joe Breinig, ILCMA President & Village Manager, Carol Stream

When I became ILCMA President colleagues warned me that the year would pass very quickly. They were correct. It has been an honor and privilege to have served you this past year. I have had the pleasure to meet local government professionals from all over Illinois and the nation and I am humbled to be counted among each of you. My time in office has reconnected me with many of the core values and principles that led me to pursue this career over thirty years ago.

ILCMA like any organization relies on its members to thrive. I urge each of you to consider becoming more active. The relationships that you will build will last a lifetime. I like many of you was too busy to become involved. I was active in other professional or intergovernmental organizations and left ILCMA to others. Work responsibilities consumed my days (and nights). For me it began with involvement in one of the affiliate organizations. That led to a position on the Board of Directors and then officer positions. You may never want to be President of ILCMA but you owe it to yourself to explore the opportunities the organization avails its members. Look into membership in one of our committees, mentor an emerging professional, reach out to a colleague in transition or attend a meeting. ILCMA has given me much more than I could ever have given back. To explore opportunities to become involved contact Dawn Peters at dpeters@niu.edu.

In April, I represented ILCMA at the Midwest Regional Summit and participated in the interview process for the new ICMA Midwest Vice President. The pool of candidates was excellent making the nomination process difficult. The Nominating Committee recommended Lon Pluckhahn, City Manager of Marion, Iowa as the next Midwest Vice President. He will represent our area of the country and ICMA very well. As I write balloting has begun. I encourage all of you who are ICMA members to cast your ballots. This experience confirmed for me that the character we exhibit in Illinois is found throughout the profession.

The Summer Conference Committee has prepared an excellent program for the conference in Galena from June 10 through 12. **Ready, Set, Grow!** offers the high quality sessions and networking opportunities we have come to expect.

I would like to take a moment to personally thank Dawn Peters and the staff for all that they do to keep ILCMA in a leadership position in our profession. Dawn does a phenomenal job of keeping the organization focused. She has made my duties very easy.

At the Summer Conference, Kelly Amidei, Assistant Village Administrator of Libertyville, will likely become the next ILCMA President. Kelly will do an excellent job. I will remind her that the time as President will pass all too quickly. See you all in Galena!

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## Welcome New Members!

Alex Andreescu, America's Building Records, Inc.  
Robert Buhs, Illinois Public Risk Fund  
Megan Fulara, Village of Winnetka, Management Analyst  
James Hurley, Assistant to the County Administrator,  
McHenry County  
Adrianna Milan, City of Rochelle, Assistant to the  
City Manager  
Remy Navarrete, Finance Director, Village of Morton  
Grove

## Who's Who Directory Update

**Scott Sorrel** has been appointed the new county administrator in Peoria County. He was formerly the assistant county administrator.

**Sarah McKillop** is the new management analyst for the Palatine Fire Department. She was formerly the logistics coordinator in the village of Rolling Meadows. Her new contact information is:

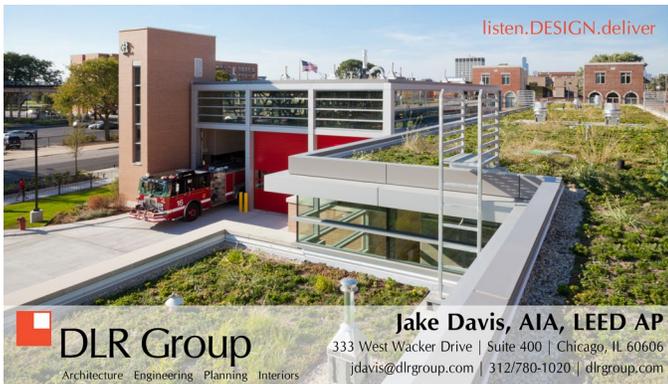
Sarah McKillop  
Management Analyst  
Palatine Fire Department  
smckillop@palatine.il.us  
847-202-6340

**Susan Wallace** is now assistant to the public works director at city of Wheaton. She was formerly the management analyst in Wheaton.

**Eric Ertmoed** is now the assistant village manager for the village of Lisle. He was formally the administrative services director. His contact info remains the same.

**Sharon Tanner** has been appointed as the new assistant village manager in Glencoe. She was formerly the deputy director of public works in Glenview. Her new contact information is:

Sharon Tanner  
Assistant Village Manager  
Village of Glencoe  
675 Village Court  
Glencoe, IL 60022  
sharont@villageofglencoe.org  
Ph: 847-461-1103  
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## Corporate Partner Spotlight

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.

### Is It Time To Rethink Your Benefit Philosophy?

By: Michael E. Wojcik, Senior Vice President, Horton Municipal Practice

Maintaining a sustainable benefit philosophy under the ACA (Affordable Care Act) may require a new approach. Besides the challenges of this complex law, we are seeing for the first time in history, a changing workforce demographic where employees come from three or four generations, all having different needs. Is it time for a paradigm shift?

Employee Benefits will remain a key differentiator for attracting and retaining employees, especially in public sector. Their cost and value will become far more transparent than ever before. This moment in time presents employers with an opportunity to provide a greater sense of value to employees and their qualified dependents in the form of personal choice, affordability, convenience and tax efficiency.

However, the days of a "one plan fits all" meeting everyone's needs based on how much an employer can afford or bargains for, will be virtually gone. Employers are rethinking their benefit philosophy to offer a safety net approach to a multi-generational, multi-cultural work force covering a broad scope of economic classes that prefer programs with options to best match their personal needs. Moving away from a shared premium model, employers will provide a "defined contribution" and employees will choose from a grouping of plans. Innovation will drive the market in the form of private and custom insurance exchanges to facilitate the offerings.

Recent trends combined with years of market studies show the following five key elements emerging in practice to develop a successful post ACA benefit philosophy.

#### Five Key Elements to Include in your Benefit Philosophy

Defined Contribution Model - targeted contribution funding allowing employees to choose a plan, risk, and cost, subsidized by the employer allowance. Employees pay the difference (premium – allowance). Early adopters have shown that when employees take ownership of the process and the allowance is now envisioned as their money, they purchase differently and many buy down (lower cost plans). To compliment the core choices, employers offer additional elections such as Health Savings Accounts (HSAs), Flexible Spending Accounts (FSAs) and supplemental benefit purchases.

Insurance / Risk Advisory / Employee Benefits

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Consumer Engaged Plans - offering multiple choice including account-based high deductible health plans paired with Health Saving Accounts (HSAs) or Health Reimbursement Arrangements (HRAs). Of the two models, HSAs have shown greater cost control.

Worksite Health Improvement – targeting 90%+ participation of employees and spouses. Recent EEOC guidelines and ACA provisions allow incentives or penalties up to 30% of the single premium to engage employees and their dependents to participate in screenings and health-contingent wellness programs. If you add smoking cessation, the incentive or penalty can be as high as 50% (depending on if you require testing or not).

Health Literacy and Transparency - proper plan use and provider selection based on performance and cost. Prices vary greatly for diagnostic and testing procedures, even within the same network. Transparency tools showing price and quality of a provider are now available. New provider delivery models are emerging, introducing a pay for performance model for providers through Accountable Care Organizations, (ACOs) and Patient Centered Medical Homes (PCMHs). Training and Engagement will benefit both the individual and the plan.

Eligibility Management - defining full time eligible status to meet ACA requirements, dependent eligibility audits and adoption of spousal waiver provisions will all play a larger role in defining programs. Employers will support benefits for their employees and legal dependents. They will not be so quick to cover another employers' responsibility. Even Retiree programs are coming under greater scrutiny due to the implicit added cost to the overall group. This added cost can impact the Cadillac Tax and GASB liabilities.

*continued on page 9*

## Corporate Partner Spotlight

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.

### Planning for Local Government Performance

#### The Increasing Importance of Calibrating Performance Management Systems with Strategic and Comprehensive Planning

Local government executives know that municipalities are operating in a new era consisting of a complex mix of evolving politics, increased resident expectations, a steady flow of innovative new best practices, and a dizzying flurry of new technologies. Beginning in 2008, municipalities had to absorb the impact of shrinking budgets while there was an increased demand on services, all of which materialized quickly and with little warning. Much of the initial response was a scramble to balance budgets while trying to preserve critical local services. For many communities the public policy focus shifted from economic development and planning for growth, to topics like pension funding levels and refinancing debt obligations.

Seven years later, local governments across the country are in the midst of transforming their operations and leveraging long-range planning processes as opportunities to reshape their internal management practices. Many municipalities are re-evaluating plans completed before the downturn in the economy and recognizing the need to adapt to current and evolving economic and operating conditions. However, the reality is that many elected and appointed officials have little patience for 'more studies.' It is critical that the planning process demonstrates that a new initiative will produce results. Goals and expected outcomes must be clear, concise and progress must be demonstrable. This is integral to sustaining community and political support throughout the implementation and life of a plan.

An increasing number of municipalities are moving toward strengthening the ties between long-range planning and implementation by directly integrating performance management systems into their goal-setting. Or in some cases, using long-range planning processes as the opportunity to construct a measurement system from scratch. Creating a strategic plan or comprehensive plan that is measurable allows for continuous monitoring that can provide "early warning" indicators as to which strategies and initiatives are performing more or less effectively than anticipated. This allows local government leaders to make strategy adjustments in real-time, while adding powerful data and trend line assessments to augment qualitative reporting received from employees and others.



This approach can mean the difference between the proverbial 'plan that sits on a shelf,' and a document that is continually evolving and responding to changing conditions. When plans are connected to these performance management approaches they transform from 'analytical snapshots in time' into ongoing decision-support systems. Executed effectively, plan implementation and performance management can be integrated seamlessly into operations, rather than being viewed by department directors and mid-level managers as yet another demand on their time in addition to their primary missions.

Although performance management systems are not new to local government, one of the important reassessments in recent years has been determining how well traditional metrics and measurements are evaluating today's objectives. Simply, are your metrics sufficiently evaluating your current outcomes? Many early systems were more concentrated on measuring processes or resource consumption, such as the number of permits processed or the total gallons of fuel consumed. These approaches still carry value and inform tactical, operational activities, but they do not always help tell the community's story about where it is headed and what it needs to do to ensure a successful, vibrant future.

An example could be the need to broaden the community's local tax base by diversifying its commercial and industrial land uses; an indicator metric could be developed that collects and tracks NAICS codes as part of a business license program. This data could be entered into the municipality's GIS system and mapped against sales tax revenue trends and property values. While these metrics could also contribute to managing permit clerk and inspector man-hours for operations, these types of data-driven metrics also inform a long-range strategic assessment, such as whether the community's business districts are diversifying, growing, and experiencing reinvestment.

*continued on page 9*

# IML Managers Monthly Column

## Committee Planning Sessions for 2015 IML Annual Conference

By: Jim Norris, Manager, Village of Hoffman Estates and Joe McCoy, Legislative Director, Illinois Municipal League

The Illinois Municipal League has begun planning for the 2015 Annual Conference. The Conference will be held at the Chicago Hilton from September 17-19.

Each year, the IML Managers Committee is charged with planning 3-4 sessions. These sessions are designed to cover topics of interest to municipal managers. On occasion, the Committee also dedicates one session to educating municipal officials about how having a municipal manager/administrator can be beneficial. The Managers Committee held an initial conversation during its May meeting to brainstorm topics of interest for the 2015 Conference. Topic ideas will continue to be discussed and honed when the Committee next meets in June.

One of the objectives of the Committee is to get more managers/administrators involved in IML Conference sessions. For this reason, the Committee will be looking to have maximum manager involvement in putting on the sessions planned by the Committee. Last year, in an effort to foster greater recognition for those sessions for which the Committee is involved, each of the Committee's sessions was identified in the Conference program with the ILCMA logo. We hope that this helped to drive manager/administrator attendance at these sessions.

If you have any session ideas for consideration, please contact IML Legislative Director Joe McCoy at [jmccoy@iml.org](mailto:jmccoy@iml.org). If not used during the 2015 Conference, the Committee will collect all ideas for possible incorporation during future conferences. It makes sense for the Committee to keep a running list of sessions that would be of interest to managers/administrators.

**We look forward to seeing you in Chicago!**



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## ILCMA SUMMER CONFERENCE

June 10 – 12, 2015

Eagle Ridge Inn & Resort

[REGISTER ONLINE TODAY!](#)

### THEME: READY, SET, *Grow!*

#### Tentative Schedule

Wednesday, June 10, 2015

1:00 – 4:00 p.m.

**ICMA University Workshop – Pre-Conference Session**

360 Degrees of Data

Thursday, June 11, 2015

8:30 – 10 a.m.

**Keynote Address by Jim Edgar**

Leadership in Challenging Times



10:30 – 11:45 a.m.

**Breakout Sessions:**

**Session 1:** How to Partner with Other Agencies and Build a Successful Consortium

**Session 2:** The Emerging Oil Fracking Industry in Illinois

11:45 a.m. – 1:15 p.m.

**Lunch & Business Meeting**

1:30 – 2:45 p.m.

**Was Superman Right?**

The Ethical Challenges of Making the Right Decisions

3:00 – 4:15 p.m.

**Breakout Sessions:**

**Session 1:** Crisis Communication: Before, During and After

**Session 2:** Tour – The Solar Array at Galena's Wastewater Plant Facility

Friday, June 12, 2015

9:00 – 10:15 a.m.

**Breakout Sessions:**

**Session 1:** Evaluating Police Department Staffing

**Session 2:** Rural Economic Development: Understanding Changing Demographics to Promote Economic Growth in Rural Communities

10:30 – 11:45 a.m.

**Closing Keynote by Doug Cartland**

Setting Priorities and Making Decisions



Advancing Civic Leadership 

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These five key elements have proven successful in mitigating health trend increases (which can postpone the Cadillac tax), meeting diverse needs of employees and complying with the ACA law. Sustainability will ultimately be a driving factor in what benefit options an employer will offer their employees. The days of controlling cost by simply changing a plan design or raising a deductible are gone! The basics of insurance still apply: premiums are weighted heavily based on plan performance and the cost of risk or claims versus premium. In the end, it is the engaged culture an employer develops that will determine the outcome of your post ACA benefit philosophy.

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There is an important nexus between the two roles city managers are asked to play: one in leading an organization and evaluating its operational and service-delivery performance; and secondly, addressing an expansive, comprehensive breadth of public policy topics ranging from affordable housing to zoning. These two roles can be better linked if performance metrics are designed so that municipal operations directly support the community's long-range goals through a series of "telescoping" assessments at each level of implementation. Strategic and comprehensive planning processes can be an ideal opportunity to build a new or improved performance measurement and management system that directly reconciles with the community's vision and goals for the future.



## ICMA 101st ANNUAL CONFERENCE in SEATTLE!

Encourage Your Colleagues to Attend ICMA's 101st Annual Conference in Seattle/King County!

This year's ICMA Annual Conference, September 27-30, in Seattle, Washington, combines a cost-effective, high-quality professional development opportunity; networking; and information sharing—now when you need them most—in a world-class metropolis set within wild, beautiful natural surroundings offering the best of the urban lifestyle amidst the allure of the rugged outdoors, in the heart of the Pacific Northwest. Our conference site boasts an abundance of free or affordable family-friendly attractions, many within walking distance of one another, the city is considered a top destination year-round by kids and parents alike. Last year's 100th Anniversary conference focused on celebrating our past. This year we will focus on preparing local government managers for the future, with a conference theme:

### ICMA 101: Mastering the Fundamentals; Shaping the Future

The conference will include educational sessions with interactive room sets and presentation styles; inspirational afternoon "featured speakers"; a "learning lounge," where small numbers of attendees can hear short presentations on focused topics; an "experts bar" for one-on-one advice on social media, digital devices, and resumes; and more. The planned program is sure to satisfy your need for the latest information about local government management and leadership!

To spread the word about the conference, we ask that you, as a state association officer or staff member, share the information below concerning the 2015 conference scholarships, membership/registration campaign, and discount registrations with your state colleagues through your listserv, email, and other communications, and link directly to the ICMA conference site at [icma.org/conference](http://icma.org/conference).

Thank you for your assistance in helping your ICMA member and nonmember colleagues attend the world's largest event focused on local government leadership and management skills building, training, and networking! Contact us at Member and Customer Support if you have questions.

The preliminary program will be provided in an abridged format in the June issue of PM magazine. Full descriptions and a PDF of the preliminary program will be provided at the conference website at [icma.org/conference](http://icma.org/conference) and at [icma.org/pm](http://icma.org/pm)

JUNE 4 at 12:00 Noon, EDT: Online Registration and Housing Bureau Open!

JULY 16: Cutoff for the most affordable, early-bird registration rates

Get the latest news:

Follow the ICMA conference at @ICMAConference (tweet about the conference using #ICMA15)

Like us on Facebook and click on the Conference Event and tell us if you are coming to Seattle and see who is attending

Connect with fellow attendees through the Knowledge Network Conference Group to see who's coming, make plans to meet up, or arrange to share a ride or a room.

Visit the conference website!



## **3CMA Regional Conference Skokie, IL, June 4, 2015**

### **“Best Practices in Local Government Communications”**

The conference will be held on Thursday, June 4, 2015 from 8 a.m. to 5 p.m. at Oakton Community College, 7701 Lincoln Avenue, Skokie, Illinois 60077. Exact conference schedule will be confirmed closer to the event. Travel and tourism information is available at [visitchicagonorthshore.com](http://visitchicagonorthshore.com). A variety of topics will be explored, all aimed at providing government communicators with enhanced skills and creative ideas to better communicate with the public, elected officials and the media.

#### Planned Session Topics

##### **When the Unexpected Happens - Crisis Communications**

A primer on how to coordinate an organized communications response in the wake of a person-centered tragedy such as a fatal auto accident, death of or scandal involving an elected official and other sensitive topics that require thorough, concise communications that withstand legal and privacy issues.

##### **Marketing on a Budget (Econo-Marketing)**

How to further a municipal brand and message with limited resources.

##### **Explaining Municipal Finances to the Public**

How to simplify and explain municipal bonds, property tax issues, pension liabilities and other government finance issues to the public in written publications.

##### **Communications Policy Development**

Why your unit of government should consider adopting a communications policy, and examples of effective policies in action.

##### **30 Ideas in 30 Minutes**

Come prepared to share a 90-second 'elevator speech' about your community's most creative, innovative program and be ready to learn the same from your peers. A guaranteed brain stimulation session designed to get your creative side in gear!

**Stay tuned for details on the lunch keynote speaker who is a longtime professional in the metropolitan Chicago media! (<http://3cma.org/skokie>)**

After the conference, linger in beautiful Downtown Skokie for a delicious dinner with other conference attendees at one of the area's most popular ethnic restaurants. Details available soon!

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- **Concluding dinner with Scholarship presentation to recipients and their families**

**For further information about registration and/or sponsorship and donation opportunities please visit :**

**[www.sommerfoundation.org](http://www.sommerfoundation.org)**



## Rocking the Risk Boat – One County’s Voyage to ERM Implementation

*by Shannon Gunderman, Administrative Services Director, Yuma County, AZ*

Imagine a football team without an inspiring coach, where none of the players know what plays will be run, or where communication is so bad that each player develops and runs his own plays independent of the others. (No, I’m not talking about the ’76 Buccaneers, although that is one team that could have benefited from better risk management! ). Sure, opposing players might be blocked, wide receivers would possibly run down the field, the quarterback would probably throw a pass or two or hand the ball off to a running back, and maybe even a touchdown would be scored. But would the team’s hope of winning games and becoming champions of the sport ever be realized? Of course not! A successful team must have a coach who leads, instills great communication among its players, and implores an understanding by all that the actions or inactions of individuals can affect the overall success of the group. These same principles can be applied to the practice of Enterprise Risk Management (ERM). Risk Managers who are thinking about starting the ERM conversation in their public entities must see themselves as coaches who inspire departments to work together, who initiate and encourage effective communication, and who help to establish ERM as a beneficial and continuous process.

Discussion of ERM in my entity (Yuma County, Arizona) began about six years ago, around the time the international standard on risk management (ISO 31000) was published. I had been practicing risk management in the County for several years and the program was maturing at a steady pace. However, there was room for improvement. The County had been viewing risk management only in terms of safety and insurance coverage and considered it to be the solitary function of the County’s risk management department rather than a critical part of all decision- making. Additionally, individual departments tended to only discuss and manage their own risks without understanding what it meant to manage risk across an organization. ISO 31000 and the concepts of ERM, therefore, had the potential to greatly improve how the County perceived and treated risk. In harmony with ISO 31000, my first step was to obtain the mandate and commitment from the County’s chief

executive; acquiring both was essential to the success of the program. Although the County Administrator was always open to new ideas, I had to convince him of the efficacy of ERM before he would consider investing in this innovative way of handling the County’s risk. This meant that I would have to demonstrate concepts to him that even experienced risk management practitioners sometimes find challenging. Indeed, not many public entities practice ERM or even know that ISO 31000 exists! Undeterred, I frequently discussed ERM principles with the County Administrator, provided him with informative industry white papers, and took every opportunity to highlight how ERM could improve County decisions and processes. Once the County Administrator was comfortable with the idea, he authorized me to begin discussing it with the County’s management team.

After years of effort, I was finally given the green light to proceed with ERM implementation. Armed with both a mandate and commitment, I set about designing the program’s framework (ISO 31000, Section 4.3) by forming two committees: the Enterprise Risk Development Team (ERDT) and the Enterprise Risk Committee (ERC). Each committee was given its own charter which outlined its purpose, membership, and reporting structure. The ERDT’s function is to conduct risk assessment workshops with each County department and collect their risk data for entry into an online database for continuous monitoring and improvement (ISO 31000, Sections 4.5 and 4.6) by County supervisors, managers, and employees. The results obtained by the ERDT are then reviewed quarterly by the ERC, which then reports the project’s progress to the County Administrator. The County Administrator, in turn, reports annually to the Board of Supervisors.

With the framework in place, I began the risk management process (ISO 31000, Section 4.4) by scheduling two risk assessment workshops per month with a different County department. The objectives of the first workshop are for participants to learn the basic concepts of ERM, identify and classify the risks in their department, and then narrow the list of risks to those considered to be key risks. The objectives of the second workshop are to rate all key risks by likelihood and impact, determine the risk treatment, and then assign ownership of both the risk and its treatment. Initially, uncertainty caused some to view ERM with suspicion. After all, the concept was very new, represented a substantial change in how the County managed its risks and would require frank conversations about a department’s culture and operations. Additionally, our ERM program required that specific employees own

*continued on the next page*

certain risks, and this level of accountability made some individuals uncomfortable. However, after experiencing the constructive workshop results, participants had nothing but positive things to say. Here are some actual comments that were made:

*This was extremely helpful in identifying new efficiency measures. Our department will benefit greatly from this process.*

*Very informative three hours. Thank you. Helpful and [I] was able to participate.*

*Make[s] you think of the problems of your department.*

*One of the best workshops. Actually accomplished something.*

*Thought-provoking*

*Very insightful*

As a result of the conversations started in our risk assessment meetings, several departments reached out to one another, achieving operational and financial efficiencies through the sharing of information and resources. Some departments even achieved some of their strategic goals by tapping into the expertise of other employees within the County.

Speaking of strategic goals, one of the great features of the online software that the County uses to track its risks is that it allows attachment of an entity's risks to its strategic goals. This is important since the very definition of risk ("effect of uncertainty on objectives", ISO 31000, Section 2.1) is tied intimately to an entity's goals. Connecting risks with the objectives they impact creates a sense of urgency to treat the risks and can assist in prioritizing funding requests during budgetary cycles.

County leaders and department heads have recognized the benefit of online access to the County's risks, with some utilizing the tool to review how other departments are treating risks that are similar to theirs. The Chairman of the County's Board of Supervisors had this to say about the online portal:

*I really like seeing the risk/solution portal. Very, very nice. This is a tremendous asset to Yuma County, thank you.*

To encourage continued commitment to the ERM program, I meet with the department head each quarter after the completion of the risk assessment workshops to obtain updates on risk treatments and to discuss any emerging – or previously unidentified – risks.

With patience, persistence, and a little "rocking of the risk boat," I have seen ERM become a reality in my public entity. Whereas ERM was once simply an idea, it is now a functioning process that, with continuous efforts, will become a permanent fixture in the County's daily operations.

To learn more, visit <http://www.yumacountyaz.gov/departments-and-services/risk-management-> or contact Shannon Gunderman, Administrative Services Director, Yuma County, AZ at (928) 373-1137.

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## ILCMA Member Responsibilities For Members In Transition

ILCMA members are encouraged to contact fellow members that are in transition. ILCMA members can help members in transition in the following ways:

- Hire members in transition for interim work and special projects.
- Provide office space and equipment for members in transition.
- When going to ICMA or ILCMA conferences, invite a member in transition to share your room at no cost.
- Invite them to an ILCMA, Downstate, Metro, IACA, SWICMA, Legacy Project, or IAMMA meeting as your guest.
- Monitor the environment. As one hears about a member that may be in trouble, members are encouraged to contact either the ILCMA Executive Director or one of the Senior Advisors.

ILCMA members are asked to help identify ILCMA members as soon as it appears that they are leaving a management position and do not have a new position identified. In addition to monitoring local papers, members should also frequently advise their regional counterparts to notify them of members who may be in transition. Once a member in transition (MIT) is identified, the member should advise the ILCMA Secretariat so that ILCMA support can be offered. ILCMA members are encouraged to personally contact the MIT to provide support. A Board liaison will be assigned to maintain regular (weekly or hi-weekly) contact with the MIT, encourage others to contact the MIT, and will keep the ILCMA Secretariat aware of the MIT's status. The Board liaison will coordinate closely with the Senior Advisors and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.

## Do you have Special Projects for which you need Additional Help? Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

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:

**Member in Transition Program (MIT)** – ILCMA keeps a list of Illinois managers and assistants in transition. These members 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 MIT's 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 Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors.

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.)

John Kolata  
jdkolata@hotmail.com  
309-525-2359

Tim Ridder  
timothyridder@hotmail.com  
cell: 399-236-0929  
home: 815-492-0040

George Gray  
219-765-7014  
write463@gmail.com

Eric Tison  
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### Developing Effective Relationships with Elected Officials

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(cosponsored with CSMFO)

1-2:30 p.m. PT, Wednesday, April 1

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### Engaging Employees Effectively

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1-2:30 p.m. PT, Wednesday, September 16

### Serving Diverse Populations Successfully

1-2:30 p.m. PT, Wednesday, October 21

### Best Practices for Managing Social Media & Gossip

10-11:30 a.m. PT, Thursday, November 5

#### 1. Subscribe to email list for notices with webinar details.

This is best way to get the registration details about webinars delivered to you as soon as they are available. Subscribe to the list at [www.cal-icma.org/coachingList](http://www.cal-icma.org/coachingList).

#### 2. Register in advance for each webinar.

There is no charge for participating in the webinars, but each requires its own advance registration. Links to register for each webinar are available now at [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching). After registration for a webinar, you'll receive full details about log-in procedures and listening options.

#### 3. Organize a group to participate in each webinar.

This is great way to share the learning experience and discuss opportunities to apply the information to your agency.

#### 4. Ask questions and participate.

**In advance:** submit questions via email to Don Maruska, Director of the Cal-ICMA Coaching Program, at [cal-icma@DonMaruska.com](mailto:cal-icma@DonMaruska.com).

**During the webinar:** use the webinar "Question" tool. As webinar moderator, Don Maruska will pose the questions anonymously on your behalf. We also invite you to participate in the online polls that gather audience members' insights.

#### 5. Access the presentations, video recordings, and polling results.

About 24 hours after a webinar, a digital recording and the presentation and audience polling results will be available at the "Agendas & Archives" tab of [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching).

#### 6. Discuss the results.

Many agencies are arranging groups to listen to the webinars (live or via recording) and have discussions afterwards about application of the ideas to their specific organizations. Each webinar has suggested post-webinar group discussion questions in the Agenda notice.

#### 7. Missed a live webinar?

**Don't worry!**

All webinars are archived for on-demand viewing or download in mp4 format for individual or group viewing at your convenience. The presentations are saved at "Agendas & Archives" tab of [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) compliments of Granicus, an ICMA strategic partner. You also can subscribe to podcasts to listen while you are on the go.

Find us on...



## Career Compass

The Coaching Program offers a series of "Career Compass" articles. Written by ICMA Liaison for Next Generation Initiatives, Dr. Frank Benest, these columns will help you navigate the course to a successful government career. Recent topics include:

- "Your Staff Meetings Don't Have To Be Dreary"
- "The Courage To Do the Right Thing"
- "The Post-Heroic Leader"

To view all the columns, visit the Cal-ICMA website at:

[www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) and click on "Coaching Programs & Resources."

To suggest topics for future columns, contact Frank at [frank@frankbenest.com](mailto:frank@frankbenest.com).



## ILCMA Offers Scholarship to ICMA Conference



In order to encourage attendance at the ICMA annual conference, ILCMA and ICMA are pleased to announce 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 they are entitled to a waiver of the conference registration fee

# Legacy Project

ADVANCING WOMEN IN LOCAL GOVERNMENT



## Legacy Project Announces Award Winner at Annual Conference in May

Last year, the Legacy Project announced its first award for Empowering Women in Local Government to Dr. Kimberly Nelson. Dr. Nelson left NIU last year to join the faculty of the School of Government at the University of North Carolina. The Legacy Board decided to make this an

annual award and requested the development of general guidelines for the award. They are as follows:

- Individuals who have advanced the goals of the Legacy Project through their participation, innovation or contributions;
- Individuals who have mentored and engaged others in promoting women in local government;
- Individuals who have participated in standing or ad-hoc committees demonstrating leadership and innovation thereby advancing the goals of the Legacy Project.

The 2014 recipient of the Empowering Women in Local Government award was Megan Pierce, Assistant to the Village Manager, Winnetka. Megan has provided outstanding service and commitment to the Legacy Project from its inception. According to Heidi Voorhees who nominated Megan, "She lent her impressive facilitative skills to the group's first organizational meeting, creating a "map" and a plan for the development of the Legacy Project. In addition to her leadership in establishing the organization, she also developed our first website, managed our database, and was intimately involved in the development of the Legacy Project's by-laws and in the planning of the Second Annual conference. She has served on the Board and as Co-Chair of the Communications Committee which has finalized the Legacy brand, developed a new website and established a social media presence. Without her dedication, leadership skills and considerable technological skills, the Legacy Project would not be where it is today." Megan Pierce was an original member of the Legacy Project Steering Committee and is committed to advancing Women in Local Government.

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2nd Quarter  
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Arlington Heights Village Hall  
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Luncheons are held on the first  
Wednesday of each month—  
starting at 11:30 a.m. and ending  
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Please join us for interactive  
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interest to women working at all  
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**RSVP to Alex Galindo  
at [agalindo@niu.edu](mailto:agalindo@niu.edu)**

## Cutting the Cake



Who brings the cupcakes at your office, is more likely to toss the moldy leftovers from the communal fridge, or gets stuck organizing the office birthday party? How much of your work is dedicated to keeping the office environment functioning?

Come join us for an open discussion on this topic! At the luncheon we will focus on how to deal with always having to do the housework at home and at work.

To get a jump start on the topic, check out these articles:

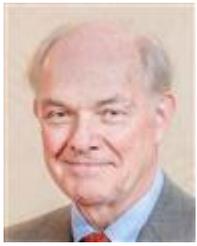
- [Take Note, It's Time to Take Notes](#)
- [Women at Work: We're Doing All the 'Office Housework,' Too](#)

**Please bring your ideas, stories and experience!**

To learn more about the Legacy Project, please visit our website:

[www.legacyprojectnow.org](http://www.legacyprojectnow.org)

## ILCMA Senior Advisor Column



*By Steve Carter, Senior Advisor*

It happens. Sometimes it is voluntary and sometimes involuntary. Sometimes it is anticipated and sometimes it is a total surprise. City or village manager or administrator vacancies occur and the governing board is faced with recruiting and hiring a replacement. This is a new experience for almost all boards, thankfully. Some board members may have hiring experience due to their long tenure or their personal responsibilities where they work, but that is more the exception.

All board members understand the importance of this decision and that it usually puts their decision making under the spotlight. Their ability to do this in a professional, effective manner may be complicated by inexperience, divisions among board members, political motives, or other local issues. As a profession, we need to be prepared to help our elected officials carry out their responsibilities in an effective manner. It is particularly important when providing such assistance that we respect the role and legal responsibility of the elected officials.

ILCMA may reach out or may be contacted to provide assistance when governing boards need to recruit a manager or administrator. A mayor or council member may reach out to a nearby manager or administrator whom they know for assistance. The Senior Advisors stand ready to assist a mayor or governing board, or work with local professionals who have been asked to help.

Often, the mayor or governing board is seeking information about how the recruitment and selection process generally works in local government. They have questions about whether to do the search in house or hire a search firm, how to prepare a position profile, how to determine a salary, where to place the ads, what to do in the interview process, how to involve or inform the public, and how much the whole thing will cost. ILCMA has a terrific publication, "A Guide to the Recruitment and Selection of a Chief Administrative Officer," available on its website or in hard copy form. This can help answer many questions about the process from start to finish.

If a Senior Advisor is asked to provide assistance, ILCMA has policy guidance as follows:

- Senior Advisor involvement in placement work for a local jurisdiction should be the exception rather than the rule as the main focus of the Senior Advisor Program is member support and advocacy of the Council-Manager Form and other forms of professionalism in local government management. Generally, placement work is best handled by a search firm or by the jurisdiction on their own,

especially in cases where there are divided governing bodies or there are complex local issues. In cases where a jurisdiction lacks resources and seeks the assistance of the Senior Advisor Program in a placement process for the chief administrative officer, basic guidelines are presented below.

- Senior Advisor placement assistance to a local jurisdiction may include some or all of these items:
  - Discussing the placement process with elected officials at public meetings. This includes the option for a jurisdiction to use a search firm.
  - Providing information to the local governing body on the benefits of seeking an experienced public manager or assistant, preferably an ICMA member.
  - Working with the local governing body on determining position requirements, KSA's (Knowledge, Skills, Abilities) and compensation.
  - Working with the jurisdiction to prepare a position summary and advertisement based on local charter or code provisions.
  - Review resumes and application materials and assist the local jurisdiction in developing a list of those applicants meeting the requirements set forth by the governing body.
  - Assist the local governing body in developing the interview process.
  - At the request of the governing body, facilitate the selection of the finalists for interview. The local governing body is solely responsible for selection of finalists for interview purposes. This should be done in accordance with applicable state or local laws regarding open meetings.
  - Assist the local governing body at the interview process but not participate in the actual interview.

What the Senior Advisors SHOULD NOT do in a placement process are as follows:

- Perform background checks on candidates.
- Be involved in the selection of the candidate by the governing body.
- If involved with a placement project for jurisdiction, offer to serve as or accept permanent appointment as chief administrative officer.
- Be involved in negotiation of terms of employment for the selected candidate.

Our profession can provide valuable assistance to elected officials faced with the need to hire a new manager or administrator. Please contact ILCMA or any of the Senior Advisors if you become aware of a governing board that would benefit from our assistance.

## Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

### **Village of Mount Prospect, Village Manager**

Mount Prospect, IL (54,167) Dynamic, progressive community with a cohesive blend of residential, business and commercial uses seeks candidates to serve as its next Village Manager. Mount Prospect leaders have combined forward thinking governance with visionary development, resulting in a community that respects its rich heritage and also embraces the future. The community is very proud of its award winning schools, diverse religious institutions and local commerce that includes several shopping and business centers, a regional shopping mall and a redeveloped downtown. The Village has a \$48 million general fund and a total budget of \$115 million. The Village Manager leads the Village's 270 full time employees in providing a full range of municipal services to Mount Prospect residents. Departments include Police, Fire, Public Works, Human Services, Finance, Community Development and Administration. The Village Manager is appointed by the Mayor and the 6 member Board of Trustees. The most recent Village Manager served the community for 22 years. The Mayor and Board of Trustees are a collegial and dedicated governing body that recently adopted a strategic plan providing guiding principles and visionary goals for the next several years. The Village is seeking a proactive, progressive leader who will guide the implementation of the Village's strategic plan. Candidates must possess excellent oral and written skills and a strong background in economic development, continuing and further enhancing the Village's positive relationship with the business community. Candidates must also have demonstrated success in leading municipal operations with a collaborative team oriented style. Successful candidates will demonstrate the ability to assess Village services for their effectiveness and to strategically plan for the future. Knowledge of how information technology can be utilized to enhance Village services and communication with residents and businesses is important. The position requires a bachelor's degree in public policy, public administration, planning, business or a related field. A master's degree or other advanced degree is strongly desired along with 10 years increasingly responsible experience in municipal management. Candidates must possess excellent interpersonal skills and an approachable, positive, welcoming style with the community and staff. Residency is required within a reasonable period of time. Starting Salary: \$175,000 +/- depending on qualifications and experience, plus an excellent benefits package. Candidates should apply by July 1, 2015 with résumé,

cover letter, and contact information for five professional references to Heidi Voorhees at [www.govhrua.com/current-positions/recruitment](http://www.govhrua.com/current-positions/recruitment). Tel: 847-380-3243. Equal Opportunity Employer.

### **Village of Hazel Crest, Village Manager**

The Village of Hazel Crest, Illinois, located in Northeastern Illinois, County of Cook, is a diverse community of 14,100 residents in close proximity to major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 25 miles south of the Chicago central business district.

Incorporated in 1911, and operating under the council-manager form of government, the Village of Hazel Crest is currently seeking an innovative leader who excels in helping to develop and implement solutions to problems, in consensus building, and visionary thinking. This is a professional public administration position at the upper management level.

The successful candidate:

- will be a highly effective communicator in both oral and written communications and will be able to manage a staff of 105 full time employees in various departments and disciplines;
  - will have a personality that lends itself to problem solving, whether working with the elected officials or with the public in a creative, effective and efficient manner;
  - will have a proven record of accomplishment in economic development; and
  - should have at least four (4) years of experience in management, in or outside of government.
- A Bachelor's degree in public administration or related field is required, and graduate studies a plus, except in the case of an extraordinary candidate with an extraordinary set of skills and experience.



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A background in municipal government is a plus, as is experience dealing with County, State and Federal government officials. Candidates should be comfortable assisting with and managing human resources, finances, budgets, infrastructure, community relations and negotiations.

Compensation will be negotiated depending on qualifications and experience. Benefits are in addition to the compensation. Candidate will be required to reside within the corporate boundary of the Village within eighteen (18) months of date of hire.

Applicants should submit a cover letter, resume, references and other supporting material to: Manager Search - 2015, GMT Consultants, LLC, 801 Park Drive, Flossmoor, Illinois 60422. Or send as pdf files to email address: [mjsconsult@comcast.net](mailto:mjsconsult@comcast.net).

Additional questions may be directed to Interim Village Manager at (708) 335-9600.

Deadline for submitting applications is July 3, 2015 4:00 PM CDT.

### Village of Schiller Park, Village Manager

Schiller Park, IL (11,850) Established, strategically located suburban Cook County community located just northwest of the City of Chicago seeks its next Village Manager. Schiller Park encompasses 2.8 square miles and is a full service community with police, fire, public works, community development and recreation services provided to its residents. The Village has 95 full-time and 40 part-time employees and a \$28 million budget. The Village Manager is appointed by the Mayor and confirmed by the Board of Trustees who are elected to four year staggered terms. The Village has had two Managers since 1993. Candidates will be expected to have a strong background in municipal operations particularly fiscal management. Candidates must have five to seven years increasingly responsible experience in an upper management position in a community or organization of comparable size and complexity. Requires bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree strongly desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, consensus building skills and a collaborative, team oriented management style essential. Starting salary range



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is \$135,000 - 140,000 +/- depending on qualifications and experience. Excellent benefits package. Residency is desirable but not required. Send resume, cover letter, and contact information for five professional references by June 20, 2015 to [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Heidi Voorhees, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100. Email: [HVoorhees@GovHRUSA.com](mailto:HVoorhees@GovHRUSA.com).

### **Village of South Elgin, Parks & Recreation Department, Marketing Assistant**

The Village of South Elgin is seeking a candidate for the position of Marketing Assistant in the Parks and Recreation Department. Position requires exceptional writing, editing skills and the ability to develop marketing strategies for special events and recreation programs. Requires a Bachelor's Degree in Communications, Public Relations, Journalism, Marketing or related field; two years of marketing and/or graphic design experience or an equivalent combination of education and experience. Must work a 24 hour work week; with the ability to work a flexible schedule which includes evenings, holidays, and weekends and possess a valid Illinois Driver's License. Starting hourly rate is \$18.29, with no benefits.

Submit resume, three references, and salary history to: Human Resources, Village of South Elgin, 10 North Water Street, South Elgin, IL 60177. Applications are available at Village Hall between the hours of 8:30 a.m. – 5:00 p.m. Monday through Friday and online at [www.southelgin.com](http://www.southelgin.com). EOE. Position opened until filled.

### **City of Bloomington, Engineering Technician III**

The City of Bloomington, IL is currently hiring for an Engineer Technician III in our Engineering Department.

Summary: This position performs as an expert of technical specialty engineering support and/or coordinates planning, design, construction and/or rehabilitation of comprehensive engineering projects and activities. Duties range from ensuring that projects, programs and procedures are effectively and efficiently administered to providing practical technical expertise in making decisions in the review, analysis, coordination and delivery of an engineering function or project.

An Engineering Technician III serves as a coach, mentor and trainer to other Engineering Technicians. This position acts as a project manager for multiple construction projects and/or programs.



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Work is performed under the general supervision of the engineering staff. This position reports to the Assistant City Engineer.

For more job description and to apply visit: [www.cityblm.org](http://www.cityblm.org) EOE

### **Village of Lake in the Hills, Economic Development Coordinator**

The Village of Lake in the Hills invites applications for a part-time Economic Development Coordinator. This strategic role involves developing strategies to identify and pursue retail and commercial entities appropriate for the Village, develop and implement strategies to attract businesses, create marketing materials and recommend incentive packages, business relationship development, and economic data and trend tracking and analysis. Applicants must have a Bachelor's Degree in Marketing, Business or Public Administration, Urban Planning, Geography, or a related field with a minimum of three years of economic development or municipal government experience or any combination of education and experience that demonstrates equivalent knowledge, skills, and abilities. Ideal candidates will hold a Master's Degree and CECD, EDFP, or AICP Certification.

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This is a regular part-time non-exempt position and requires 25 hours per week with a starting hourly rate of \$26.58. Applications will be accepted on the Village's website at: [www.lith.org/jobs](http://www.lith.org/jobs) and will remain open until filled.

The Village of Lake in the Hills is an equal opportunity employer and affords equal opportunity to all applicants without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.

### **Village of Mokena, Village Administrator**

Mokena, IL (18,740) Progressive, family oriented community strategically located in Will County seeks candidates to serve as its next Village Administrator. Mokena experienced significant growth in the last 25 years resulting in an economically diverse community with a wide variety of housing that reflects the Village's development from a rural community to a community of neighborhoods and commercial development. Mokena officials place a high priority on fiscal responsibility which has resulted in a AA+ bond rating. The Village has a total budget of \$33 million and 75 full time employees that provide a full set of municipal services to Mokena residents. Departments include Police, Public Works (including wastewater treatment plant), Finance, Engineering, Community and Economic Development and Administration. Fire protection and emergency medical services are provided by fire protection districts. The Village is served by an excellent school system and park district adding to the community's amenities. The Village Administrator is appointed by the Village President with confirmation by the 6 member Board of Trustees. The current Village Administrator is retiring after 27 years of service to the community. Candidates will be expected to have a strong background in financial management, economic development and collective bargaining. The Village emphasizes the efficient delivery of services with a focus on excellent customer service. The position requires a bachelor's degree in public policy, public administration, planning, business or a related field. A master's degree along with 10 to 15 years of progressive executive level experience is strongly desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery, financial management and economic development. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential. Residency is expected within a one year period of time. Starting Salary:



\$150,000 +/- depending on qualifications and experience, plus an excellent benefits package. Candidates should apply by June 19, 2015 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees at [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment). Tel: 847-380-3243. Equal Opportunity Employer.

### **Bureau County, County Administrator**

Bureau County (Illinois): Population 34,000. FY15 Budget \$17 million. FTE 120.

Princeton, is seeking a County Administrator, salary \$65,000 to \$75,000 DOQ. The successful candidate will plan, develop, present and recommend policies and programs to the County Board for their consideration. Serves as county's representative in all collective bargaining agreements and is responsible for the preparation of the annual and multi year budgets. Will work under the general direction of the County Board and Board Chairman. Oversees all HR activities including insurance, job classifications and pay scale.

Applicants are required to have a Public Administration degree or equivalent of three to five years progressive experience and a MPA is preferred. Past experience must show performance and proficiency in areas including building consensus, and experience with grant writing and administration. Excellent benefits. Employment Agreement will be offered. EOE. Send Resume and References by June 12, 2015 to:

Dave Anderson, Consultant  
407 Woodrig Road  
Bloomington, IL 61704-5644  
Email to: [dave.anderson24@comcast.net](mailto:dave.anderson24@comcast.net)

## Job Mart

<http://www.ilcma.org/index.aspx?NID=298>

### **Village of Winnetka, Public Works Analyst**

The Village of Winnetka is seeking a Public Works Analyst, a position that plays an integral role in the Village's Public Works Department, and has significant responsibilities in the areas of public relations, program evaluation, budgeting, purchasing, project management, and payroll. Winnetka's Public Works Department provides the following core services: refuse collection and disposal, roadway and right-of-way maintenance, snow removal, stormwater drainage and sanitary sewers, public facility maintenance, internal fleet services, engineering, and forestry. The selected individual will provide administrative and technical assistance for the Department, supervise customer service at the PW Yards building, act as the Department's FOIA Officer, assist in public relations needs, serve as the liaison to the Environmental & Forestry Commission and work closely with the Water & Electric Department as well as the community.

Desired Minimum Qualifications:

- Bachelor's degree in public or business administration, political science, or a related field. Master's degree in public or business administration preferred.
- 2 to 4 years minimum recent work experience; experience in municipal government or public body strongly preferred.

Other Requirements:

- Excellent written and oral communication skills.
- Good organization and prioritization skills.
- Ability to provide excellent customer service and to work effectively with elected officials, citizens, and employees.
- Good knowledge of business mathematics, statistics, research methodology, 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.

The weekly work schedule is normally 37.5 hours in duration, Monday through Friday, 8:30 a.m. to 5:00 p.m., but may be extended in the event of emergency, disaster, workload, administrative obligations, or work in progress. The position requires occasional work on some Saturdays, Sundays, and holidays and attendance at evening meetings. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

This is an exempt position. Salary range: \$57,301 to \$77,006 (DOQ) plus excellent benefits.

The Village of Winnetka is an established North Shore suburban community, located approximately 20 miles north of Chicago. The Public Works Department has 31.5

FTEs and a fiscal year 2015 departmental budget of \$17.9 million; it is also largely responsible for implementation of the Capital Improvements Program. In all, the Public Works Department manages and maintains over 58 miles of roadway, 109 miles of sewer lines, provides refuse collection to approximately 4,000 households, reviews over 200 development plans annually, and cares for thousands of parkway trees.

Candidates should apply with application, resume, and cover letter. Position open until filled. Applications may be obtained in person or downloaded from the Job Opportunities page at [www.villageofwinnetka.org](http://www.villageofwinnetka.org). Submit materials and direct inquiries to:

Megan Fulara, Human Resources

Village of Winnetka  
510 Green Bay Road  
Winnetka, IL 60093

Email: [mfulara@winnetka.org](mailto:mfulara@winnetka.org)

Phone: 847-716-3545

### **Village of Niles, Civil Engineer II**

The Village of Niles is seeking an Illinois Licensed Professional Civil Engineer for the position of full-time Civil Engineer II. This position reports to the Village Engineer in the Public Services Department. Candidate with Resident Engineer/Project Management experience a plus.

Primary Responsibilities Include:

Supervises the construction activities for Village of Niles streets, alleys, sanitary sewers, storm sewers, water mains, flood controls and other public works related functions dealing with infrastructure.

Communicates with the public and addresses issues and concerns during construction.

Designs and drafts projects utilizing CAD (Microstation Intergraph) program.

Checks and corrects completed drawings.

Determines engineering estimates of quantities and costs.

Conducts detailed topographical surveys.



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Uses GIS (Geographic Information System) to maintain data base of existing Village utilities and any improvements to the system.

Conducts on-site inspections of construction projects.

Documents contract quantities during construction.

Communicates and furnishes information to contractors and property owners and prepares comprehensive reports.

The ideal candidate must have a B.S. Degree in Civil Engineering and have a minimum of four years' experience in surveying, design and construction of public works related projects. A valid Certificate of Registration as a Licensed Professional Civil Engineer is required. Knowledge of computers and working with CAD (Microstation Intergraph) and GIS (Geographic Information System) systems desirable. Strong interpersonal, written, verbal and computer skills are necessary.

\$79,604-\$101,597 depending on qualifications. The Village offers an excellent benefits package. To apply submit a cover letter and resume to Personnel Office, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714 or Email: [personnel@vniles.com](mailto:personnel@vniles.com). Fax: 847-588-8051 by June 5, 2015.

Equal Opportunity Employer, Male/Female

### **City of Canton, Comptroller:**

The City of Canton seeks a Comptroller to be the chief accounting officer. Position oversees accounting functions associated with city departments, programs & budgets and assists City Clerk & Treasurer with collection of all revenues and disbursements.

Bachelor's degree in accounting or other related field required. Masters degree & CPA preferred. Three years professional experience in municipal accounting, or five years general accounting experience. Equivalent combinations of experience and training will be considered. Prefer knowledge of municipal budgeting, fund accounting, financial policies, & procedures as well as strong fiscal management skills and abilities.

Review position description at [www.cantonillinois.org](http://www.cantonillinois.org). Send resume, cover letter, & contact information for five professional references by June 19, 2015 to Jason Strandberg, City Administrator, 2 North Main Street, Canton, IL 61520 or email to: [jstrandberg@cantoncityhall.org](mailto:jstrandberg@cantoncityhall.org).

### **Village of Burr Ridge, Public Works Director/ Village Engineer**

Burr Ridge, IL (pop. 10,559) Beautiful, affluent community located 20 miles southwest of downtown Chicago, seeks skilled professional engineers with exceptional interpersonal and customer service skills to serve as its next Public Works Director/Village Engineer. The Village of Burr Ridge has quiet residential neighborhoods located in natural settings, excellent schools and beautiful parks. Situated in both Cook and DuPage counties, Burr Ridge is a full service community with an \$18 million budget and 56 full time employees. The Public Works Department has 16 full time employees, four part time employees and responsibility for a \$6.8 million budget. The department is responsible for engineering, streets, water distribution, stormwater, sanitary sewer collection, forestry, vehicle maintenance, snow and ice control and other public works related operations. The 2015-16 budget provides for an additional \$2.2 million in capital improvement funds and the Director of Public Works/Village Engineer has oversight over the Village's capital improvement program, preparing projects for Village Board review and serving as a liaison and Village representative to outside agencies. The position reports to the Village Administrator and is approved by the Village President and Board of Trustees. Candidates must have a bachelor's degree in civil engineering. A Professional Engineering license is required. Candidates will ideally have 10 years increasingly responsible experience in public sector engineering and public works operations. The successful candidate will have strong oral and written skills, a team oriented approach to problem solving, and a demonstrated enthusiasm for working closely with the public. Salary is \$120,000 +/- DOQ. Residency in the Village of Burr Ridge is not required. Candidates should submit resume, cover letter, and contact information for five professional references at once but no later than June 12 to [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



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to the attention of Heidi Voorhees, GovHRUSA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100.

### **City of Crystal Lake, Director of Human Resources**

The Human Resources Department is a functional work unit within the Administration Department. The Director of Human Resources, who reports directly to the Deputy City Manager, influences the entire employee population of over 370 full-time, part-time and seasonal employees. The entire Administration Department budget is over \$1.9 million.

The Crystal Lake Human Resources Department provides customer oriented services to City of Crystal Lake residents and employment applicants; however, its major responsibility is that of serving as an internal service provider. The Human Resources Department staff works collaboratively with the operating departments and assists all employees with all aspects of employment, benefit, regulatory, performance, and development issues.

In this critical role, the Director of Human Resources is responsible for the overall administration of citywide programs relating to: talent acquisition and management, classification and compensation, performance management, employee records retention, employee relations and organizational communications, labor relations, benefits, training and professional development, risk management and regulatory compliance.

#### Minimum Job Requirements:

Bachelor's Degree in Human Resources, Public Administration or equivalent, Master's Degree preferred;  
At least 5 years of related work experience in Human Resources with considerable management experience;  
certification through HRCI or SHRM as an SPHR or SHRM-SCP a plus;  
Experience in government and public sector labor relations;  
Comprehensive knowledge of current human resources best practices;  
Effective coaching/mentoring skills and exceptional oral, written and interpersonal communications skills;  
Excellent leadership and team-building skills, proven problem-solving ability and ability to use sound judgment that results in effective decision making;  
Ability to anticipate short and long-term needs and take action in a pro-active and organizationally-oriented manner.

#### Application Process:

Interested individuals should submit an application package, including a letter of interest, resume, salary history, three professional references, and a completed application to Eric T. Helm, Deputy City Manager as outlined below. More information is available and applications can be downloaded at [www.crystallake.org](http://www.crystallake.org). The position will remain open until filled.

Finalists will be invited for on-site interviews. A comprehensive reference check and background investigation will be conducted by the City of Crystal Lake on the selected candidate.

For additional information on this exceptional opportunity, please contact Eric T. Helm, Deputy City Manager. Completed application packages should be sent to:

Eric T. Helm, Deputy City Manager  
City of Crystal Lake  
100 W. Woodstock Street  
Crystal Lake, IL 60014  
Voice: 815-356-3663 / Fax: 815-356-3690  
Email: [ehelm@crystallake.org](mailto:ehelm@crystallake.org)

The City of Crystal Lake is an Equal Opportunity Employer. The City of Crystal Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status,

### **Village of Niles, Assistant Family Services Director**

The Village of Niles is seeking a professional candidate for the position of full-time Assistant Family Services Director in the Family Services Department. This is a leadership position within Family Services to provide administrative support, assist with program development, community outreach along with support for all Niles Family Services programs and services.

Primary responsibilities include but are not limited to:  
Demonstrate cultural competence in all client/resident and employee contact (i.e. able to effectively engage residents of various cultural backgrounds)  
Provide support/assistance to NFS staff/interns, VON employees and community partners  
Utilize a community based integrative approach to care



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Provide counseling to a small case load of clients (i.e. residents and employees) as needed  
Assist the Director of Family Services by providing leadership with data collection and the implementation of outcome measures  
Participate in staff meetings and professional meetings which contribute to the continued professional development of staff and worker  
Provide leadership, when requested, in situations that involve neighbor disputes, hospitalizations of persons with psychiatric problems, and/or linkage of persons in need to social service agencies.  
Provide support to the Police & Fire departments in responding to urgent/high risk cases  
Assist with providing training/development to the Police and Fire departments  
Perform case management service when needed  
Provide marketing, outreach and public speaking to the community, when needed, and participate in events to promote NFS including work with the schools, community partners and hospitals  
Develop training materials and curriculum to be used by NFS staff and interns  
Provide training and education to Village of Niles employees on topics to promote improved outcomes including Crisis Intervention, Behavioral Health Awareness, etc.  
Be the point of contact for all crisis referrals during normal business hours

A Graduate Degree in Social Work as well as LCSW and CADC certifications are required but other Human Services degrees will be considered. Background using a holistic model (mind, body, spirit) in client contact and staff supervision preferred. Bicultural and Spanish, Arabic or Assyrian speaking a plus. Candidate must have proficiency with Microsoft Windows, Word, Excel, Outlook, Publisher, Power Point and Office.

Salary commensurate with experience. The Village offers an excellent benefits package. To apply, candidates can complete an application on the Village's website at [www.vniles.com](http://www.vniles.com) or submit an application or resume to the Human Resources Director, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail [personnel@vniles.com](mailto:personnel@vniles.com) or Fax (847) 588-8051. Position open until filled. Equal Opportunity Employer, Male/Female

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

Director of Public Works Village of Libertyville, Illinois (population 20,500), located in central Lake County, Illinois is seeking qualified candidates for the Director of Public Works (the current Director will be retiring in November of 2015). The Public Works Department includes the following divisions: Administration, Engineering, Parks Maintenance (includes Forestry), Streets and Utilities (includes Fleet), and Wastewater Treatment, with a full time staff of 43 employees. Operating budgets totaling \$10.5 million and Capital budgets of \$5 to 8.5 million annually.

Successful candidates shall have a Bachelor's degree in Engineering or Public Administration and 10 years of increasingly responsible experience in executive level public works or closely related operations, and a team oriented management style. A Professional Engineering (P.E.) License in Illinois is preferred but not required. Experience with wastewater treatment operations, maintenance and knowledge of federal and state regulations is preferred. Salary range \$88,018 to \$164,301 with hiring salary DOQ. To be considered candidates should mail or email cover letter and resume by June 5, 2015 to Eileen O'Donnell, Human Resource Coordinator, 118 W. Cook Ave., Libertyville, Illinois, 60048 [eodonnell@libertyville.com](mailto:eodonnell@libertyville.com). Additional information is available on the Village of Libertyville website [www.libertyville.com/employment](http://www.libertyville.com/employment).

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Executive Director/Editor  
Dawn S. Peters  
Phone: 815-753-0923  
Fax: 815-753-7278  
dpeters@niu.edu

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g\_bielawski@hotmail.com

Steven Carter  
217-359-1338  
stevencarter@sbcglobal.net

Kent Leichter  
314 821-8217  
kleichter1@earthlink.net

John Phillips  
309-428-5495  
phillipsjohn99@gmail.com

Robin Weaver  
630-835-6417  
rweaver3333@gmail.com

## The Communication Tool for ILCMA & IAMMA



Have you joined the ILCMA and IAMMA web portal for knowledge and information sharing. This system will allow ILCMA & IAMMA members to ask questions as you did in the past using the IAMMA listserv. ILGNET provides the following features:

- Displays the most current 10 questions asked
- Enables you to search question and answer history
- Allows you to build your own profile so that it is personalized to your interests
- Ability to opt in/out of categories and tailor options for receiving information
- Ability to capture, store, sort and view all current and archived information
- See the latest questions from both associations – as well as your topics of interest
- Ability to respond to a posted question as well as an emailed question

**To join please go to [www.netqa.org/ILGNET/\\_cs/GNSplash.aspx](http://www.netqa.org/ILGNET/_cs/GNSplash.aspx) or [www.ilcma.org](http://www.ilcma.org). and follow the instructions.**