



City/County Management *in* ILLINOIS

Strengthening the quality of local governance through professional management

Calendar of Events

March 6, 2009

SWICMA Monthly Meeting
Topic: Illinois Business Journal
Location: Zapata's Mexican Restaurant

March 13, 2009

E-Government Workshop
University of Illinois, Chicago

March 19, 2009

Metro Managers Meeting
Topic: The 2016 Olympics
Location: Oak Brook Bath & Tennis Club

March 26, 2009

IAMMA Professional Development
Topic: Interviewing for Success:
The Real Time Interview
Location: Arrowhead Golf Club, Wheaton

April 1 - 2, 2009

IAMMA Conference
Oak Brook, IL

April 2 - 3, 2009

ICMA Midwest Regional Meeting
Oak Brook, IL

April 16, 2009

Professional Development Session
Topic: Motivating Self and Others in
Difficult
Location: Oak Brook Bath & Tennis Club
(Prior to the Metro Manager Meeting)

April 16, 2009

Metro Managers Meeting
Topic: New Board Orientation
Location: Oak Brook Bath & Tennis Club

May 6, 2009

ILCMA/NFBPA Professional Development
Topic: Health Public Policy Forum
Location: Roosevelt University

June 10 - 12, 2009

ILCMA Summer Conference
Eagle Ridge Inn & Resort
Galena, IL

For complete details on events please visit the ILCMA calendar at www.ilcma.org/currentevents.aspx

In an effort to promote the profession of local government management, ILCMA would like to recognize milestones and accomplishments of its members and communities. If you have a success story to share or an important milestone to celebrate such as 50 years as council/manager form or an upcoming retirement, please contact Dawn Peters at dpeters@niu.edu so that ILCMA can appropriately recognize this accomplishment.

Each month the President's Column will be used by ILCMA's affiliate organizations and committees to update the membership on what is happening.

**ICMA's
2009 Annual
Conference
Montréal,
Québec, Canada
September 13-16,
2009**

**Parlez-vous
Français?**

*By Kathleen Rush,
Village Manager,
Riverside and member, ICMA Conference Committee 2009*



Even if your answer is a definite "no", you will feel comfortable in Montreal, Canada, the site of this year's ICMA Conference. Montreal is located in Quebec, the bi-lingual province of Canada and the residents of the area are very comfortable speaking both French and English. Members of the ICMA Conference Planning Committee visited Montreal in late November and were charmed by the city and the people. We encourage you to mark your calendar now for September 13-16 and plan to attend the ICMA Conference in Montreal, Canada. This conference will be the highlight of your year.

In these tough economic times, you may be reconsidering your participation in this the event. You may be concerned that because it is 'international' it will be costly. You may feel that you can achieve the same level of learning locally. Let me dissuade you of these concerns and encourage your attendance.

Illinois is well represented on the Conference Committee. Bob Kiely (Lake Forest) is the Committee Chairperson. Other Illinois representatives include: Diana Mikula (Arlington Heights), Dave Neimeyer (Oak Brook) and Katy Rush (Riverside). The Committee's planning efforts are focused on providing educational sessions that will prepare you to deal with today's issues and challenges in city and county management. The

sessions will include strategies for anticipating and responding to the ever changing issues that confront local governments today. This conference will provide you with substantive information that will enable you to easily demonstrate the value of your attendance to your community.

We have a great keynote speaker scheduled for Monday – Dr. David Suzuki, a renowned scientist, environmentalist and journalist. Every day, global events affect our operations and our ability to provide the services our communities need and have come to expect. We confront environmental and economic issues that impact our operations and the many people we serve. Our session will be timely and useful. We will focus on knowledge sharing and creating sound, cost-effective service delivery strategies, both on an individual and team level.

Accommodations are high quality but cost effective as the Canadian/US exchange rate is very favorable. The two main conference hotels, the Fairmont and Sheraton (Executive Board Hotel), are a close 10-minute walk from the Convention Center. There are also many other hotels in close proximity to the Convention Center. (Marriot, Westin, Embassy Suites). The ICMA housing form will be issued on June 1, so mark your calendars now if you have a hotel preference. As we found out last year, it is a race to get the hotel you desire.

The Host Committee likes to have a good time and we are planning wonderful events for the conference participants. Attendees are strongly encouraged to take a side trip to Quebec City, the provincial capital. The preliminary program will provide details on that opportunity.

Travel Tips:

- Get a passport
- Consider flying into Burlington, VT and driving to Montreal – a short 1.5 hours (passport still required)
- Consider sharing a room

For hotel and conference information visit the ILCMA website at <http://www.ilcma.org/index.aspx?NID=175>.

Welcome New Members

Randy Bukas, City Manager, city of Olney
David Hales, City Manager, city of Bloomington
Douglas Krieger, City Manager, city of Naperville
David Sevier, Village Manager, village of University Park
David E. Willey, City Manager, city of Greenville
Cindy Bauer, Red Wing Software, Inc.
Weldon Brooks, Prescient Solutions
Catherine Cox, Dir. of Strategic Planning, Renew Systems LLC
Laura Hibben, Granicus, Inc.
Aileen Horgan, Granicus, Inc.
Steve Larson, PE, BCEE, Baxter & Woodman, Inc.
Becky Werra, Account Executive, Siemens Building Technologies
Michael J. May
Steve Nero
Joseph A. Wood

Who's Who Membership Directory Updates

IMET has moved to the DuPage Mayors and Managers Conference location at 1220 Oak Brook Road, Oak Brook IL 60523. IMET's new phone will be 630-571-0480 x229.

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CORPORATE PARTNER SPOTLIGHT

As part of the new "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one page written promotional piece in the ILCMA newsletter. This article is the seventeenth in a series that will highlight ILCMA's newest corporate partners.

DEMANDS, DATA AND DECISIONS

Ehlers – Leaders in Public Finance

The following financial advisors contributed to this article: Brad Townsend, Beth Ruyle, Nancy Hill, John Repsholdt, and Maureen Barry

Tough economic times and citizen expectations place enormous burdens on local governments. This creates an ever increasing need to get the facts straight and to understand your options when making decisions. This is especially true regarding finances, economic development, and planning. This article focuses on three examples: user fees, special fund reporting, and development impact.

Utility Rate Study

Municipalities and special districts are faced with the ongoing burden of keeping water flowing and flushing, electricity surging, and natural gas burning. They must make sure enough income will be generated to pay for operations and build reserves for capital improvements.

All too often, officials do not have data available to decide what rates are sufficient for fees to cover the cost of operations, much less capital. Further, policy varies widely from one town to another on whether the utility should be self-supporting through user fees or should receive a subsidy in the form of tax dollars transferred from the general fund.

The municipality or special district that does not plan and act on user rates will continue to be at risk of shock rate increases or tax increases. A utility rate study can quantify the situation and provide alternative revenue stream solutions. This should be an analysis of the current situation and projection to the future. It may include an independent evaluation of engineering plans and proposals. Here is a sampling of tasks:

- Projecting alternative scenarios for revenues and expenditures;
- Formulating scheduled rate adjustments acceptable to your community that avoid unwanted "spikes" in customer rates;
- Questioning the scope and timing of infrastructure improvements as recommended by consulting engineers;
- Distinguishing usage and rates for commercial, industrial, and residential customers;
- Studying the current and future customer base, both for growing communities and those with static or declining populations.

A utility rate study can identify the optimum way to fund operations over time. Of equal importance, it can demonstrate how a capital improvement reserve fund can be established and developed.

TIF Annual Reporting and Joint Review Board Meetings

Municipalities that have one or more Tax Increment Finance (TIF) Districts are required by the TIF Act to submit an annual TIF Report for each TIF District to the Illinois Office of the Comptroller and to

all taxing bodies that overlap the TIF District, as well as conduct a yearly Joint Review Board (JRB) meeting. It can be an important information source for decision-making.

The TIF Report is due 180 days after the municipal fiscal year ends or as soon thereafter as the audited financial statements become available. Some of the items required for the annual TIF Report include a review of public and private investment undertaken and those expected to be taken in the following years(s) on a project-by-project basis; information about debt obligations issued by the municipality; and analysis of the TIF fund with beginning balance, deposits by source, itemized list of expenditures by category of eligible redevelopment project costs, and ending balances. TIF funds that have a cumulative total of \$100,000 since inception have additional audit requirements.

Like the TIF qualification and adoption process, TIF reporting can be a daunting task and details can be easily missed. However, it can be opportunity to highlight accomplishments in the TIF over the last year, to evaluate the progress of implementing Redevelopment Plan Goals and Objectives, and to discuss issues and future plans for projects with all taxing bodies. TIF Reporting can be a meaningful resource for all elected officials, staff, and constituents.

Population per Dwelling Unit Study (Ehlers Yield Table)

Work is progressing on an update of the Table of Estimated Ultimate Population per Dwelling Unit; more commonly called the Yield Table. The Yield Table is intended to serve school districts, park districts and municipalities by assessing impact of new residential development. Even though many residential developments are on hold during the current economy, the Yield Table can still be a critical data source for decision-making while preparing for better economic times.

The impact of new residential development is measured in terms of the student population yielded from a single residential unit of a particular type (single family-detached, single family attached and multi-family) and size (number of bedrooms in each unit). The methodology Ehlers employs will produce data for northeastern Illinois, but can be readily applied to developing a yield table for an individual district, a municipality or a cluster of local governments. The Yield Table plays a significant role in local ordinances relating to impact fees and land/cash donations.

When completed, the updated Yield Table will represent population and housing data from Cook, Lake, McHenry, Kane, DuPage, Will Counties as well as Kendall, Grundy, Kankakee and Winnebago County.

Summary

Economic circumstances and citizen service expectations drive many policy priorities. This demand can be better met when decision-makers have accurate and useful data. A proper analysis can provide insight on how to address revenue and expenditure challenges.



ICMA Voluntary Credentialing Program

by Daryl J. Delabbio, Chair – MLGMA Professional Development Committee and member of the ICMA Credentialing Advisory Board

In May 2009, the ICMA Voluntary Credentialing Program will celebrate its seventh anniversary of granting the credentialing designation. Since its inception, over 1,100 ICMA members have become credentialed managers or credentialed manager candidates, 86 of which come from Illinois. The basis of the program was included in the ICMA Strategic Plan, which identified the following strategy: To establish a voluntary credentialing program to define and recognize professional local government managers and to promote lifelong learning. This program is "a means of defining and recognizing an individual ICMA member who is a professional local government manager qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development." Recognition occurs through a peer review credentialing process. The program, which is self-directed, offers local government professionals an opportunity to quantify the unique expertise we bring to our respective communities. The program also assists us in focusing and reflecting upon our lifelong professional development experiences.

Most understand the process for becoming an ICMA Credentialed Manager, so I will not go into that in this article. I would, however, like to focus on the two annual activities required to maintain credentialing: development of an annual professional development plan with the 40-hour requirement and reporting on professional development activities during the course of a year (the annual update).

In terms of plan development, one method is to take the results from the ICMA Applied Knowledge Assessment (AKA) and use that as a basis for developing a training/professional development plan for the upcoming 12-month period. If there are areas that your AKA indicates that opportunities exist for improvement, make a point of seeking those opportunities. Another method is to look at some things that have not been addressed in prior training and determine if you need to become knowledgeable about a specific area or areas not identified in the AKA. It may not be possible

to identify every training program or opportunity that presents itself during the year, and that is alright. Some things (such as the ICMA audioconferences) are announced on a regular basis, but not necessarily when your plan has to be submitted to ICMA. Also, don't forget to use the ICMA conferences and professional development events to obtain 10-15 hours of professional development training.

In terms of reporting on your professional development (submitting the annual update), it is important to differentiate between professional development and activities that are generally part of your role as a manager/assistant manager. Undertaking a new activity in the workplace that has not been done in the past does not automatically translate into professional development under the requirements of the credentialing program. Learning about doing something can be a professional development activity. As an example, conducting a strategic planning session or process is work. Getting prepared to conduct such a process by attending a training session, reading a book on strategic planning, or doing a combination of the two is professional development.

Today's economy and the cutbacks we are all experiencing will in all likelihood result in reduced travel and less training. Two relatively inexpensive ways to obtain professional development include the ICMA audioconferences and reading books. In terms of the audioconferences/webcasts, one relatively modest fee allows one or many from your organization to participate. These activities are generally 90 minutes long, but spending an additional 60-90 minutes discussing with staff can add to the experience. Reading books, and discussing them with staff/colleagues in the form of a book study, can count for up to 10 hours of professional development for each book.

The ICMA Voluntary Credentialing Program is a self-monitored "on-your-honor" system. The Credentialing Advisory Board is interested in the success of the profession and looks at our professional development activities and what we have learned from those activities. To learn more about the Credentialing Program, including how to apply, please visit the Credentialing section of icma.org.

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IML MANAGERS MONTHLY COLUMN LOCAL GOVERNMENTS HAVE BEEN VOCAL IN ADDRESSING IMRF INVESTMENT LOSSES



By Joe McCoy, Senior Legislative Advocate, Illinois Municipal League, and Mike Allison, Village Manager, Vernon Hills

Cities, towns, and villages across Illinois are familiar with the rapid financial decline and unfunded liability growth within the downstate and suburban police and firefighter pension funds. This decline is described in the 2007 IML study entitled, "Fiscal Analysis of the Downstate Police, Fire and IMRF Pension Systems." This study, which covers the period between 1987-2004, can be obtained by visiting the IML website at www.iml.org. From there, interested parties can click on the "Pension Page" button, followed by the "Pension Studies" button.

An additional two years worth of data made available after the publication of the pension study indicates that the growth of unfunded liability within the police and firefighter pension funds continues. During 2005 and 2006, the combined unfunded liability between the police and firefighter funds grew by an astounding \$645 million.

While statewide data assessing the impact of the 2008 stock market declines on the municipal police and firefighter funds is not yet available, we can expect that these funds only suffered further erosion during 2008 and the early part of 2009. Municipal governments with these pension funds can therefore anticipate rising employer contribution requirements to make up for the market losses. These costs will inflict notable pain on municipal budgets, services, and taxpayers.

Rising municipal pension costs, however, are no longer limited to the police and firefighter funds. Beginning in 2010, Illinois local governments and their taxpayers will be feeling the pinch to make up for losses sustained by the Illinois Municipal Retirement Fund (IMRF).

IMRF was hit hard by the market volatility – losing \$6.2 billion in 2008. This loss represents 25 percent of the Fund's assets. During January of 2009, IMRF has reportedly lost an additional \$641 million.

On January 7, 2009, IML staff met in Oak Brook with IMRF senior staff to discuss a way forward following the investment losses. The principle concern raised by the IML regarded how the investment losses were going to impact employer rates. The IML does not believe that the full burden of the investment losses should be placed on local government employers.

During the meeting, it became apparent that, while IMRF was willing to consider a rate phase-in to soften the immediate financial impact on employers, the Fund was not giving serious consideration to other strategies to spread the cost more equitably.

Following the meeting, the IML addressed a letter to the IMRF Board. This letter reiterated concerns that the Fund appeared intent on passing the responsibility to offset the investment losses on local governments through significant increases in the employer rate. The letter also offered several alternative

suggestions that the IMRF Board should consider as a means to spread the financial pain more equitably.

In advance of the IMRF Board's January 23 meeting to approve a new employer rate policy, the IML informed local government leaders about the investment losses and how IMRF was intending to rectify those losses. Likely in response to disgruntlement among local government employers, the IMRF Board refrained from adopting a new rate policy during the January 23 meeting. The Board instead deferred this decision until their February 27 meeting.

Beginning on January 26, 2009, IMRF held a series of employer workshops around the State. According to IMRF staff, a total of approximately 100 people attended these workshops during 2008. The announcement that employer rates would be increasing significantly, however, motivated more than 1,000 people representing local governments to register for the late January and early February 2009 employer workshops.

During these workshops, IMRF staff discussed variations of a capped employer rate phase-in plan.

IMRF also appears to be more open to considering employing various actuarial techniques to ease the cost impact on employers. One of these solutions may include an extension of the amortization period.

The IMRF Board will likely have adopted a strategy at their February 27, 2009 meeting to address the investment losses by the time this article is published. Needless to say, local government leaders were very vocal about the need for realistic solutions that avoid imposing unrealistic burdens on government budgets and taxpayers.

Local governments and their representatives may very well have influenced the particular solutions chosen.



CIGNA HealthCare

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City/County Management in ILLINOIS

CORPORATE PARTNER SPOTLIGHT

As part of the new "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one page written promotional piece in the ILCMA newsletter. This article is the seventeenth in a series that will highlight ILCMA's newest corporate partners.

Why Talented, Experienced Candidates Do Not Always Get the Job...

by Heidi Voorhees, President, The PAR Group

Very often the most qualified candidate fails to get the job they are seeking. The primary reason for this is failure to show energy and excitement for the position. Candidates with visible energy who have prepared for the interview frequently move ahead of candidates with more experience and more significant accomplishments.

When interviewing with elected officials, it is critical to remember that they are devoted to their community. They take time away from their jobs, their family, and their hobbies to serve their fellow residents. They want a candidate who also cares deeply for their community and is genuinely excited about working with them. If you want the best possible chance at landing the job you are seeking, consider the following:

Prepare a Thoughtful Cover Letter and Resume

Your cover letter should reflect some of the research you've done on the community and/or the position. Consider highlighting two or three of your accomplishments that are challenges the community is facing. For example, if the community has budget challenges, note some of your successful budget initiatives.

Your resume should be chronological starting with your most current position. Quantify your responsibilities, noting the number of employees in your organization and the size of the budget for which you are responsible. Use bullet points to highlight some of your specific accomplishments. Be certain to note your community activities, including volunteer coaching, service organizations, and not for profit boards you may serve on.

Do Your Due Diligence!

It is easier than ever to learn about a community and/or organization. The community's website is most likely a wealth of information. Many communities have their comprehensive plan, budget, meeting minutes, newsletters, and other critical information on line. In addition, blogs, newspapers, the chamber website, and other local organizations have a great deal of information on line. Be prepared to ask a couple of thoughtful questions at the end of the interview. If the interview panel does not ask you if you have any questions, ask them if you could ask a quick question.


Avoid These Interview Mistakes

1. **Citing Only Personal Reasons for Relocation.** In answer to the question "Why are you interested in this position?" interview panels are not impressed by the fact that your aging in-laws live in the area and you and your spouse need to be closer to them. Referring to family living in the area can be tied into your answer, but should only be mentioned in a minor way after noting several professional reasons for your interest in the position.

2. **Failure to Answer the Questions.** Give succinct answers to the questions and be aware of the panel's time frame. If you do not have experience in an area, be honest and then explain what you would do to address that deficiency. You can also explain how you handled a previous situation in which you lacked experience. If the panel is reminding you of their time frame, your answers are too long. Also, if you have to ask if you answered the question, you probably did not.
3. **Negative Comments About Previous Employer.** Never, ever say anything negative about any of your employers. If there is a professional recruitment firm involved, they can tell your story. Regardless of how poorly you may have been treated, you must rise above those negative feelings for the interview.
4. **Failure to Make Eye Contact.** This is a frequent problem for candidates. Make eye contact with all members of the interview panel as often as possible.
5. **Failure to Show Genuine Interest in the Position.** City Managers are trained to deflect praise, make others look good, and work behind the scenes. These skills do not prepare candidates well for interviewing. Even if you are not particularly dynamic, you can be very genuine about your interest. Smile, give every member of the interview panel a firm handshake, make eye contact, sit up straight, and answer the questions in a positive, upbeat manner, speaking clearly and confidently.

Consider Doing the Following

- Rehearse in front of a video camera to improve your interviewing skills. It can be uncomfortable to do this, but it will be worthwhile.
- Think about the questions you might be asked and prepare the key points you would like to make.
- Note your major accomplishments on a piece of paper and bring it with you in a notebook. If the panel did not ask you a question that allowed you to discuss an accomplishment you believe is important, try and mention it at the end of the interview.
- If you are offered a second interview, consider developing a 30, 60 and 90 day plan for how you would begin the job.
- If you want the job, ask for it!

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City/County Management in ILLINOIS

7

Midwest Regional Summit

April 2-3, 2009

Renaissance Oak Brook, Oak Brook, Illinois

Register online by March 25, 2009, for this networking and professional development opportunity for members and state officers in the Midwest. All ICMA members and state officers in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin are invited to attend the ICMA Midwest Regional Summit.

New this Year on Friday's Regional Summit Agenda:

Navigating the Fiscal Crisis: Tested Strategies for Local Government Leaders White Paper Release

An overview of findings on how local government managers can navigate their communities through the financial crisis and beyond.

ICMA Executive Director Bob O'Neill and Karen Thoreson, Deputy Director/Chief Operating Officer, The Alliance for Innovation, will present an overview of findings released in a white paper, *Navigating the Fiscal Crisis: Tested Strategies for Local Government Leaders*, with information about the nature of the current recession, what has worked for local governments in the past, and key strategies to manage through what's being called the most challenging economic environment since the Great Depression.

Attendees can also contribute to the knowledge base that ICMA and the Alliance are building to help future local government managers by contributing your experience about what has worked for your community in managing through difficult times.

Date and Location

Important Deadlines

Fees & Registration

Date: April 2-3, 2009

Location: Renaissance Oak Brook, Oak Brook, Illinois

Hotel Rate: \$135/night

Hotel Contact Information: (630)-573-2800

Indicate that you are attending the ICMA MW Regional Summit.

Summit Registration Deadline: March 25, 2009

Hotel Registration Deadline: March 11, 2009

Registration Fee: \$220

Register Now for the Midwest Regional Summit

Related Events

Midwest Region Young Professionals Leadership Institute

Managers - please encourage individuals in your organizations who are beginning their career path in local government to attend the Young Professionals Leadership Institute, April 1-2, 2009. Exclusively for young professionals, this pre-summit event, also at the Renaissance Oak Brook Hotel in Oak Brook, offers two highly interactive workshops to build the leadership skill set. A networking reception has been added. The institute is being offered at a substantial discount, thanks to a generous grant received from ICMA-RC. Click here for a detailed description.

An added dimension in the Midwest Region this year: The Illinois Association of Municipal Management Assistants (IAMMA) is pleased to announce its 13th annual conference on Thursday, April

2, 2009. The conference planning committee is working to bring together exciting opportunities for managers, municipal assistants, department directors, students, interns, and other municipal professionals to take advantage of additional educational sessions during this half-day conference. The IAMMA conference will take place immediately following the Young Professionals Leadership Institute (YPLI).

Location and Accommodation Details:

Renaissance Oak Brook

The Renaissance Oak Brook Hotel epitomizes the trendy, sophisticated ambiance of the Oakbrook Center. A favorite among boutique hotels in Chicago, the Renaissance is 25 minutes from downtown Chicago. It is the ideal hotel for business travel, special occasions, and Chicago vacations. Discover a gem among Oak Brook, Illinois hotels with Renaissance Oak Brook.



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**The ILCMA Professional Development
Committee Presents**

**Motivating Self and
Others in Difficult Times**

Presented by John Fontana

When: Thursday, April 16
 Time: 9:00 AM to 11:30 AM
 Where: Oak Brook Bath and Tennis Club, 800 Oak Brook Road, Oak Brook, IL
 Cost: \$75.00 if Professional Development event only *or* \$95.00 if also attending the Metro Luncheon immediately following
 RSVP: University Outreach Registration
 NIU
 DeKalb, IL 60115
 800-345-9472; Fax: 815-753-6900
 Online Registration:
<http://il-ilcma.civicplus.com/CurrentEvents.aspx?EID=220>
 Please RSVP by April 10, 2009

Seminar Description: In difficult times, anxiety and stress increase and the media amplifies the negative and brings it home to us on TV, internet, blackberries or phones. Good leaders become more introspective and reflective to improve their actions. This workshop will explore the motivation theory of Michael Apter, Ph.D. "Reversal Theory." The versatile theory "addresses fundamental values and motivational factors that drive and influence our approach to work, our emotions, behavior and personal style. It gives insights into the differences between people and addresses uniquely the notion of change, adaptation and personal development."

**** Participants will be expected to complete a 15-minute computer self-assessment of their motivation preferences on the Apter International Web site one week prior to the event. Upon registration, instructions will be provided.**

Session presented by:

John Fontana, President of Fontana Leadership Development, Inc. Recently on faculty of Georgetown University's Executive Master's in Leadership Program. He frequently works with organizations as an executive coach.

Please forward this information to your management staff as they will also benefit from this engaging and useful topic.

This event leads into the Metro Managers Luncheon with fellowship at 11:30 AM & lunch at noon. All attendees are invited to stay for the luncheon. The topic is "New Board Orientation Best Practices." **Please fill out the form & mail by April 10 along with your check to University Outreach, NIU, DeKalb, IL 60115 or register online at <http://il-ilcma.civicplus.com/CurrentEvents.aspx?EID=220>.**

Metro Managers who are only attending the Metro Luncheon should not use the Professional Development Registration form – please contact Tami Bombich to register for the luncheon!

Cancellation Policy: To receive a refund please cancel by April 10

City/County Management in ILLINOIS



The ILCMA Professional Development Committee Presents

Motivating Self and Others in Difficult Times

Presented by John Fontana

When: Thursday, April 16
Time: 9:00 AM to 11:30 AM
Where: Oak Brook Bath and Tennis Club, 800 Oak Brook Road, Oak Brook, IL
Cost: **\$75.00** if Professional Development event only or **\$95.00** if also attending the Metro Luncheon immediately following

Please RSVP by April 10, 2009

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Session Registration

☐ Yes, I will attend the professional event on April 16.....\$75 (no lunch)

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☐ Yes, I wish to attend the professional event **and** the Metro Luncheon.....\$95

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Questions about the session? Call Tami Bombich at

815-753-5424 or e-mail her at tbombich@niu.edu.

OR Make checks payable to ILCMA

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Participants who are only attending the Metro Luncheon should not use this form – please contact Tami Bombich to register for the luncheon!

Cancellation Policy: To receive a refund please cancel by April 10 by calling University Outreach at 800-345-9472.



City/County Management in ILLINOIS

JOB MART

City of Peoria City Manager

Population 121,000. Requires BS/BA in Public/Business Administration; a MS/MA preferred; experience as a city manager, deputy/assistant city manager. ICMA Credentialed Manager a plus. Responsible for administration of affairs of City. Starting salary market competitive, DOQ/E; benefits/reasonable relocation assistance. Brochure at www.mercergroupinc.com. Position open until filled. Resumes immediately to James Mercer, The Mercer Group, Inc., 551 W. Cordova Road, #726, Santa Fe, NM 87505. Voice: 505-466-9500; Fax: 505-466-1234. E-Mail: mercerv@mindspring.com; Website: www.mercergroupinc.com. EOE. Peoria does not discriminate on the basis of race, sex, age, religion, ethnic origin or handicapped status.

City of Des Plaines Director of Public Works

The City of Des Plaines (pop. 58,720) seeks an innovative and energetic professional to lead its Public Works Department. Located 17 miles northwest of Chicago, Des Plaines is a vibrant community with over 15 square miles of residential, commercial, and industrial uses operating under the Council/Manager form of government. The city has a total budget of \$127 million, an operating budget of \$56 million, and 450 full-time employees employed across eight major departments. The position reports to the City Manager and provides the organizational direction and leadership of the Public Works Department with a staff of 80 employees and a combined budget of \$30 million across all funds.

Qualified individuals will have a strong background in strategic planning, organizing and directing the administrative, management, and operational functions of a large public works department, consisting of environmental, water, sewer, street, fleet and building maintenance divisions. The Director of Public Works plans departmental long-range operational needs with respect to equipment, personnel, and services; establishes policies and procedures for the department in order to implement directives from the City Manager and City Council; and prepares and assumes oversight of various contractual, maintenance, and construction projects. Ideal candidates will have a bachelor's degree in civil engineering, public administration, or a closely related field with at least seven years of progressively responsible experience in municipal public works operations, at least two of which are in a supervisory capacity; or an equivalent combination of education and experience.

Salary range for 2009 is from \$105,949 to \$137,734; starting salary DOQ plus excellent benefit package. Send cover letter, resume, and five work-related references, to: City of Des Plaines, Michael J. Earl, Director of Human Resources, 1420 Miner St., Des Plaines, Illinois 60016; fax, 847-827-2292; email jobs@desplaines.org. Residency is required within twelve months of appointment. EOE.

Employment application and additional information on the City of Des Plaines can be obtained at www.desplaines.org. Interested candidates should submit requested information by Friday, March 6, 2009.

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City of Des Plaines Human Resources Specialist - Compensation

The City of Des Plaines (pop. 58,720) seeks an innovative and energetic professional to join its human resources team as an HR Specialist—Compensation. Reporting to the Director of Human Resources, this position's primary responsibility is to calculate and record changes in compensation and payroll; prepare and issue paychecks, answer compensation-related inquiries from employees; review payroll information for accuracy; and coordinate related actions and decisions with third party administrators and consultants as required. The position is also responsible for maintaining the employee records system and examining personnel records when required to answer inquiries and provide information to authorized individuals.

The HR Specialist—Compensation will conduct a variety of surveys and reports for labor negotiations and other decision-making purposes, recommend new or revised policies and procedures, and prepare various reports as assigned. The position also assists with the administration and coordination of the employee benefit program, to include health, dental, life insurance, worker's compensation, and related programs.

Interested individuals should have a successful track record in human resources, with an emphasis on compensation and payroll, along with excellent communication and customer service skills. The ideal candidate will have graduated from an accredited four-year college or university with a degree in human resource management, public administration, or a related field, and have three years of progressively responsible experience in compensation and benefit administration, or any equivalent combination of education and experience. The 2009 salary range is from \$52,326 to \$70,794; starting salary is DOQ plus an excellent benefit package.

Please send cover letter, resume, five work-related references and city employment application to: City of Des Plaines, Attn: Human Resources, 1420 Miner Street, Des Plaines, IL 60016. Employment application and additional information on the City can be obtained by visiting www.desplaines.org. Position open until filled.

City/County Management in ILLINOIS

JOB MART

Johnson Creek, WI Village Administrator

Johnson Creek, WI (pop 2122) - "Crossroads with a Future" defines this progressive, rapidly growing, civic oriented community located midway between Madison and Milwaukee on I-94. Seven Member Board elected on a non-partisan basis. \$3M total budget; 16 FT employees. Salary \$60K to \$80K plus benefits, DOQ.

Desire bachelor's, prefer master's degree with at least 2 years municipal experience in local government administration including strong background in economic and community development, TIF, and finance and budget administration. Experience in code enforcement, public safety and personnel management, including collective bargaining; strong leadership and communication skills, knowledge of planning, grant writing, zoning and long range planning, and public works. Visit community web site at www.johnsoncreek-wi.us/.

Send cover, resume, salary history and references to Public Administration Associates, LLC, P. O. Box 282, Oshkosh, WI 54903; e-mail paassoc@northnet.net; phone 920-235-0279; by March 6, 2009. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

Village of Hampshire Police Chief

The Village of Hampshire (2003 population: 3,815; current estimate: 6,000 +/-) seeks an experienced, innovative and dedicated individual to lead its Police Department. The Village of Hampshire is a growing community located in northwest Kane County, bordering Interstate 90. The Police Chief is appointed by the Village Board and reports to the Village Administrator and is responsible for the leadership and direction of the Police Department with 12 full-time sworn officers, two part-time civilians, and an operating budget of \$1.3 Million. The successful candidate will possess the following:

- Demonstrated experience and ability in all principles and practices of police unit operations and administration including budgeting, personnel management and labor relations.
- Strong interpersonal, written and oral communication skills.
- The ability to build consensus and work in an organization focused on customer service.
- A minimum of five to seven years of progressively responsible experience working in a supervisory or management capacity.
- A Bachelor's degree in Criminal Justice, Public Administration, Law Enforcement or a related field is preferred, but not required.
- A valid Illinois Driver's License.

The starting salary for this position is \$85,000 - \$90,000 plus an excellent benefit package. EOE MFDV.

Apply by Friday, March 13, 2009 with a cover letter, resume, and five references to: Village of Hampshire, Attn: Eric Palm, Village Administrator, 234 S. State Street, PO Box 457, Hampshire, IL 60140. For more information on the Village of Hampshire, visit www.hampshireil.org



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Village of Matteson Director of Public Works

The Village of Matteson, Illinois (pop 16,016) is seeking an exceptional candidate to fill the position of Director of Public Works. Matteson is a vibrant, growing suburban community, located 25 miles from Chicago, covering 18.7 square miles, with 100 acres of landscaped parks and open space.

Under the broad policy guidance and direction of the Village Administrator, the Director of Public Works is responsible for the administration, direction and supervision of Public Works projects and programs, including environmental, water, streets, storm drainage facilities and systems, GIS, traffic control, parks and municipal facilities. Responsible for the development and implementation of CIP, and compliance accountability for annual operating budget of \$4.3 mil. 28 FTEs. Duties are performed with considerable independence and latitude. Residency within Village boundaries is required after one year.

Bachelor's degree in engineering, public administration or related field, with 6 years previous municipal public works experience including minimally 5-7 years of supervisory experience in a highly responsible position.

The position offers a competitive compensation package, with a salary range of \$80,000 - \$90,000. Submit letter, resume, and current salary, along with Village application form to: Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL, 60643, no later than 3/31/2009. Application form and additional information available at www.villageofmatteson.org.

City of Des Plaines Financial Analyst

The City of Des Plaines (pop. 58,720) seeks an innovative and energetic professional to join its finance team as a Financial Analyst. Reporting to the Assistant Director of Finance, this position's primary responsibility is to assist the Finance Director and Assistant Finance Director with the management and supervision of the finance department, assist with planning departmental long-range operational needs and goals, assist with developing policies and procedures for the department in order to implement directives from the City Manager and City Council, and assist with the analysis, preparation, and presentation of the annual budget. The Financial Analyst also assists with the preparation and review of the comprehensive annual financial report, the development of internal control procedures, and formulating various departmental rules and regulations.

Interested individuals should have a successful track record in finance along with strong analytical, written, and communication skills. The ideal candidate will have graduated from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and have three years of progressively responsible experience in municipal finance work, or an equivalent combination of education and experience. The 2009 salary range is from \$59,262 to \$77,041; starting salary is DOQ plus an excellent benefit package.

Please send cover letter, resume, five work-related references and city employment application to: City of Des Plaines, Attn: Human

City/County Management in ILLINOIS

13

JOB MART

Resources, 1420 Miner Street, Des Plaines, IL 60016. Employment application and additional information on the City can be obtained by visiting www.desplaines.org. Position open until filled.

Village of Kildeer Village Administrator

Kildeer, IL (4,200 residents). Current Administrator retiring after nearly 30 years. Salary +/- \$105,000 DOQ. Incorporated in 1958, Kildeer is primarily a residential community with developing commercial segment encompassing more than 10 square miles. The Village is located in fast growing Lake County, 29 miles northwest of downtown Chicago, and consistently ranks as one of the top suburbs in which to live. The Village seeks experienced municipal executive to lead its organization consisting of a full time Police Department and contract municipal services. The FY2008/09 budget is \$4.4 million. Kildeer is seeking candidates with a record of significant accomplishment in a quality-oriented, suburban community. Bachelor's Degree in public administration, urban management, public policy, business administration or related field required. Candidate should have 3 to 5 years increasingly responsible public management experience in similar community, an Assistant/Department Head in larger community, or combination of relevant experience and training. Master's Degree in Public Administration is highly desired. Strong financial and general management skills, along with contract management, outstanding administrative leadership background and organizational abilities, plus proven interpersonal communication skills (both oral and written) with citizens, elected officials and staff are required. Appointment made by the Village President with concurrence of Board of Trustees. Residency is not required. Submit resume with salary history and five work related references by March 20 to Mark J. Morien, Vice President, The PAR Group, 100 N. Waukegan Road, Suite 211, Lake Bluff, IL 60044. TEL: 847/234-0005; FAX: 847/234-8309; email: resume@pargroupltd.com.



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