



# City/County Management *in* ILLINOIS

*Strengthening the quality of local governance through professional management*

**March 2014**

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## Calendar of Events

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

March 5, 2014  
**Legacy Project Luncheon**  
Woodridge, IL

March 7, 2014  
**SWICMA Meeting**  
Location TBA

March 12, 2014  
**IAMMA Event**  
Schaumburg, IL

March 19, 2014  
**Cal-ICMA Coaching Webinar**  
*Effective Ways to Increase Revenues*

March 20, 2014  
**Metro Manager Luncheon**  
Lombard, IL

March 20, 2014  
**ILCMA Professional Development**  
Lombard, IL

March 19-20, 2014  
**ICMA 2014 Young Professional Leadership Institute**  
Iowa City, IA

March 20-21, 2014  
**ICMA Midwest Regional Summit**  
Iowa City, IA

April 9, 2014  
**Cal-ICMA Coaching Webinar**  
*Taking Smart Risks*

April 25, 2014  
**IAMMA Annual Conference**  
NIU Naperville

May 7, 2014  
**Legacy Project Luncheon**  
Schaumburg Prairie Center for Arts

May 16, 2014  
**Legacy Project Conference**  
NIU Naperville

June 4, 2014  
**Legacy Project Luncheon**  
Woodridge Village Hall

June 11 -13, 2014  
**ILCMA Summer Conference**  
Eagle Ridge



# President's Column

*By Jason M. Bielawski, Assistant Village Administrator, Village of Roselle and Chair of the Member Services Committee*

ILCMA members continued to receive highly valued services and programs from the Membership Services Committee this year. The Committee focused on three distinctive areas including membership recruitment, assisting managers in transition, and administering the bi-annual Member Services Satisfaction Survey.

In addition to its annual task of contacting ILCMA members who did not renew their annual membership, the Committee took the lead on working with ICMA to implement its recruitment strategy. The strategy involves working with state associations to identify and contact prospective ICMA and/or ILCMA members. While the number of professional managed communities is on the rise, membership has been a bit stagnant. Appropriately, both ICMA and ILCMA recognize the need to be proactive in recruiting members so that the value and relevancy of both associations can remain high. Due to the hard work, and many phone calls and emails, on behalf our Committee members, ICMA and ILCMA were able to recruit several new members.

Over the last several years, the Member in Transition (MIT) subcommittee developed key objectives to provide support services for MITs and raise the awareness level among elected officials and organizations of how best to utilize the skill sets of these valued members. The subcommittee sought the input of area human resources professionals and recruiting consultants to develop an article identifying opportunities for improving the municipal recruiting process through a better decision making process that is more methodical and provides constructive feedback to all applicants. The article has been submitted to several associations for publication in their respective newsletters. Finally, through collaboration with IPELRA, a session on better recruiting is expected to be held at the IPELRA annual conference in October.

Every other year, the Committee assists in the administration of the Member Services Satisfaction Survey. The survey is used as a tool to evaluate the ILCMA's offerings and obtain feedback and specific recommendations from members on making ILCMA an even stronger association. This year again saw a response rate of at least 50% and as usual will provide the Board of Directors and Committee Chairpersons with meaningful feedback that should drive future decision making.

This last year has been very busy for the Membership Service Committee. I want to personally thank all of the Committee members who volunteered their time to develop and implement the high quality programs and services that ILCMA members deserve and expect starting with Dawn Peters for her support and flawless execution of the Committee's services; David Niemeyer, Art Osten, and Marian Gibson for their dedicated work on the MIT subcommittee; Doug Petroschius and Eric Palm for implementing the Ombudsman Program; Kimberly Richardson for successfully overseeing the Mentoring Program; and finally for the thoughtful discussion generated by the input of Jeannine Smith, Jack Linehan, Peggy Halik, John Schwartz, Phil Kiraly, and Brian Townsend.



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## Financial Forecast Forum Huge Success

The Northern Illinois University Center for Governmental Studies Civic Leadership Academy and Illinois City/County Management Association hosted the sixth annual Illinois Financial Forecast Forum: Private Sector Views that will Impact the Public Sector on January 31, 2014. Industry experts from the financial, housing, automotive, land use, retail, real estate, and manufacturing sectors presented on pertinent economic and financial issues affecting local governments in Illinois.

Rachel Lange, Management Analyst for the Village of Schaumburg, said she came to the financial forecast to better understand the economic climate of our state and local economies and to get a grasp on what we can expect in the next year or two. "It is very important for municipalities to understand the economy and how it is going to affect our budgets," she said, adding that the forum came at the perfect time, since Schaumburg is currently preparing their FY 2015 budget. "I really enjoyed the speakers throughout the day and was able to take back a lot of valuable information."

The nearly 200 local government and finance officials, predominately from the Northern Illinois region, explored economic conditions and the pressures each exerts on local government fiscal health and gathered information to incorporate into their strategic planning, financial forecasts, budget development, and economic development plans.

"It's encouraging to see so many attendees who have also participated in prior years. Leaders across Illinois are tackling unprecedented fiscal challenges, and it's encouraging that so many avail themselves to the diverse industry, economic, and market information that was shared at this year's forum," said speaker Scott Watkins, Senior Consultant with the Anderson Economic Group.

Watkins noted that a key takeaway from his presentation on Automotive and Manufacturing Industry Perspectives is that although manufacturing is on the rebound across the country and in Illinois, many post-recession jobs in the sector will not be coming back.

"New manufacturing jobs require technical skill sets, which helps manufacturers make more with fewer employees," he said.

Speaker Aaron Gruen of Gruen Gruen + Associates, who presented on The Economic and Real Estate Outlook for 2014, also recognized the importance of the Financial Forecast Forum. "Convening events like the Forum are important because public and private, academic and non-profit institutions need to more intensively collaborate to facilitate R&D, close the skills gap, increase the advantages of transportation and logistics facilities and address the infrastructure, education, fiscal and other major challenges," he said, adding that no one city or type of entity can solve all of the challenges without the assistance of others.

Presenting on The Costs and Benefits to Alternative Service Delivery Methods, a pertinent topic affecting most local governments today, University of Illinois at Chicago Professor Dr. Rebecca Hendrick emphasized that alternative service delivery methods will not necessarily improve the financial condition of local governments, especially in the short run. "Creating and negotiating them often requires significant up-front costs, and they must be managed and monitored in the long-run," she said. Other speakers included Rick Mattoon, Senior Economist, Chicago Federal Reserve; Steve Friedman, President of SB Friedman & Company; Jennifer Boyd, Associate, Standard & Poors; Card Woodward of Woodward & Associates; C. Kelley Cofer, President & CEO of the Retail Coach, and Dan R. Long, Executive Director of the Commission on Government Forecasting & Accountability.

For Dr. Kurt Thurmaier, Professor and Division Chair of Northern Illinois University's Division of Public Administration, the highlights were the Federal Reserve analysis and the bond rating agency presentation. "The former gave us insights into key factors driving changes that local governments need to understand. The latter provided refreshing transparency on how bonds are actually rated."

Next year's Financial Forecast Forum has been scheduled for Friday, January 30, 2015.

## Who's Who Directory Update

**Jennifer Johnsen** has been appointed as the first village administrator in Campton Hills. She was previously the village administrator in Berkeley. Her new information is as follows:

Jennifer Johnsen  
Village Administrator  
Village of Campton Hills  
40W270 Suite B  
Campton Hills, IL 60175  
Phone: 630-584-5700  
Email: [jennifer.johnsen@villageofcamptonhills.org](mailto:jennifer.johnsen@villageofcamptonhills.org)

**Blaine Wing** is the new human resource director in Des Plaines. He was formerly the assistant village manager in Oak Brook. His new contact information is:

Blaine Wing  
Director of Human Resources  
City of Des Plaines  
1420 Miner Street  
Des Plaines, Illinois 60016

Work Phone: (847) 391-5651  
Cell Phone: (847) 533-7108  
Fax: (847) 827-2292  
Email: [bwing@desplaines.org](mailto:bwing@desplaines.org)  
Website: [www.desplaines.org](http://www.desplaines.org)

**Karl Warwick** has been appointed as the first time village administrator in Lake Villa. He previously served as the Fox River Grove village administrator.

## 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.

### Backflow: Why City Management Should Be Concerned

Michael D. Eisenhauer, Backflow Solutions, Inc.

Let's be honest – when it comes to backflow, most people know two things: a) it has something to do with water, and b) running a backflow program is an unfunded mandate. Like most unfunded mandates, it is something pushed aside for more quantifiable or pressing matters. It's not as though you are unconcerned about the water your citizens are consuming. Rather, most people just figure: "the water department has always produced quality water - what could possibly go wrong?"

The truth is, backflow (in which water reverses flow, thereby introducing contaminants such as bacteria, pesticides, ethylene glycol, etc., into your potable water supply), occurs every day. Some well-known examples of backflow incidents include:

- Illinois: Ethylene glycol was introduced into a group of dialysis machines via backsiphonage from an air conditioning system, resulting in the death of several patients.
- Illinois: An unprotected cross-connection at a local dairy farm caused the contamination of milk, leading to 16,000 people becoming ill, along with 2 deaths.
- Arkansas: Backpressure generated from a propane tanker car forced propane into the local water supply resulting in the destruction of 2 houses from propane explosions. In addition, 3 people in separate buildings suffered severe injuries from explosions after flushing their toilets.
- North Carolina: A backflow incident occurred when a fire truck pushed fire-fighting foam through a fire hydrant and into 40,000 neighborhood taps.

Each and every time you suffer a water main break, fight a fire or have any other hydraulic anomaly, backflow will occur. A recent study by the American Backflow Prevention Association concluded that the average community experiences 159 pressure reduction incidents (which lead to backflow) each year. That means countless opportunities for fire protection systems, boilers, residential irrigation systems, air conditioners and other piping systems to introduce hazardous, and potentially harmful, contaminants into your drinking water.

An effective backflow program is a community's best tool in protecting the clean water it works so hard to provide. Aside from the simple moral responsibility, the Illinois Environmental Protection Agency mandates in Title 35 (IL EPA rules governing backflow) that all water purveyors maintain a viable backflow program. Neglecting to do so could result in expensive fines, and in some cases, has led to class action lawsuits when backflow incidents occur in areas not enforcing backflow regulations.

Backflow programs consist of a variety of facets. The most notable are:

- Ordinance development: This consists of putting a plan of action for your program on paper and establishing a set of regulations and authority for your community.
- Inspections / Surveys: Your backflow program will be as small today as it will ever be. It is the municipality's responsibility to locate both the existing backflow assemblies in your community, as well as find the unprotected cross-connections where corrective actions need to take place.

### AUTOMATED BACKFLOW PROGRAM



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- Sends out your annual notices
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- All water customer calls are directed to BSI Online

- Annual Backflow Tracking: As you continue to identify existing backflow assemblies, it is also your responsibility to notify your water customers when each assembly's annual test is due, and to collect / verify each backflow assembly test report. This requires knowledge of backflow testing, and continuous monitoring of the contractors performing backflow related work in your community.

While administering a backflow program may seem daunting, it is also necessary. Some communities are staffed in such a way that they can operate their backflow program in-house, typically in the Public Works department. A study conducted recently by the American Water Works Association concluded that the average in-house backflow program costs approximately \$45,000 per year. Other communities choose to outsource their backflow program to qualified backflow management firms. In most cases, since a backflow management firm specializes specifically in that field, they are able to significantly reduce the annual cost of administering a backflow program. New technologies and internet based programs have also helped drastically reduce the annual cost of running a program when being outsourced to a qualified backflow management firm. Internet based programs are as cost effective as \$495 per year.

With in-house options, identify who in your staff will administer the program; if your in-house program is currently in effect, take stock to ensure it is running successfully (an old file cabinet or three ring binders with outdated reports no longer passes muster). If you are considering outsourcing, take the time to research the available companies and services provided. Make sure to check references and ask about new technologies. Whichever direction your community chooses to go, whether it is running a program in-house or outsourcing to industry professionals, it is important that you implement an effective backflow program immediately. While backflow might not be a household word, it is certainly a factor in ensuring every household has safe water.

-Michael D. Eisenhauer is a founding member of the American Backflow Prevention Association. Mr. Eisenhauer is the co-author of the Illinois EPA Cross-Connection Control Handbook and currently provides Continuing Education Courses (CEU) for the American Water Works Association (AWWA). If you are interested in taking a course to learn more about backflow management please contact Mr. Eisenhauer. [meisenhauer@backflow.com](mailto:meisenhauer@backflow.com) 800.414.4990.



## Corporate Partner Spotlight

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### Three Important Activities to include during a Consultant Selection Process

*By Carol Sente, Client Relations Principal, FGM Architects, Municipal/Recreation Practice Area.*

Recently the ILCMA had a Corporate Partner Appreciation Luncheon where each table was asked to discuss topics/questions, one which was What Could the ILCMA Do to Work Better with our Corporate Partners? Our table had a robust conversation about allowing your consultant to be truly helpful to the municipality and that starts during an effective selection process. Occasionally a municipality or county is so concerned with adhering to a controlled and systematic selection process that they mistakenly believe one has to remove communication with the consultants vying for the project and they don't take the time to think through a process that works for their community.

Do enlist your attorney's guidance and follow good procurement protocol. We also advocate following a Quality Based Selection Process (QBS) for public entities whether you are a home rule community or not. But don't short change the decision making process. You are selecting a consultant that involves significant time, dollars, and responsibility – yours and theirs. You will be working together for a period of weeks, months, or years, depending on the services. Selecting the right consultant can make your job really fun and make you look really good, or it can be an unpleasant experience that could jeopardize your career.

Below we offer three important elements of a consultant selection process that we have seen yield better results for the municipality.

#### Allow Meetings and Contact with the Main Project Contact Person

We are seeing more proposals that include one group pre-proposal meeting for all interested consultants, a requirement that all consultant questions be submitted in writing, and no contact with the owner. While this method may save some upfront meeting time, you lose the chance to refine your scope of work, hear about ideas and potential solutions, and learn more about the consultants. In a group pre-proposal meeting, consultants will ask few questions beyond basic clarification and be cautious to suggest ideas to streamline the scope and increase the project's effectiveness. The same hesitation will occur with a requirement to submit all questions in writing for mass distribution to all consultants. There is no requirement in QBS that prevents you from meeting with consultants that request an individual meeting. In a one-on-one meeting, you begin to get a feel for what it is like to work with this consultant, you can probe the consultant for their ideas about the solution, ask if the scope makes sense, and inquire about any concerns they have about your budget and timeline. After all the meetings, then you can determine if any information needs to be clarified in writing to all the consultants. In summary, allowing individual meetings and phone calls from any interested consultant is like getting one hour of free advice from each consultant.

#### Develop a Tailored List of Selection Criteria You Will Use When Short-Listing Firms

Too often RFQs are sent without selection criteria listed or with a generic list that is taken from a neighbor's RFQ. A well-developed list of criteria will be carefully thought through by the entire selection committee. It will be comprised of the actual criteria that each

member uses to weed through the qualification responses received from each consultant. No selection criteria are wrong; it is a very personal decision of what is most important to you when hiring a consultant. If you are looking for the firm with the most recent relevant project experience, say so. If the consultant should be located close to you, include that criterion. Do you want to hire a consultant that is good in consensus building because your Board and Staff are not unified in their thought process, then add that criterion. The important concept is to tailor the selection criteria to your interests, post it in the RFQ, and follow it during short-listing. Invite each member of the selection committee to submit 5-6 criteria that he/she thinks are important to select the best consultant for your project/community, and then have the entire committee agree upon the final list, and prioritize the list in your RFQ.

There are many benefits to your municipality in going through this exercise.

- The selection criteria help focus your committee on which consultant traits will positively affect your project's success.
- You are being respectful of the consultants' time because they may realize they do not satisfactorily meet your criteria and decide not to submit.
- The firm's qualification submittals will focus on these criteria and therefore be easier to review.
- It will be easier to explain your decisions if you are all following a prioritized selection criteria list.

#### Develop A Scope of Work and Identify Your Main Contact

Your RFQ should clearly identify the scope of services, timeline, and budget. The scope along with the selection criteria really helps the consultant determine if they are the right fit for your municipality. A selection process isn't about getting the most responses; it is about getting qualified responses. Someone has to lead this effort both during selection and the actual work. We suggest that the individual you select as your municipality's main contact during the project be the main contact from start to finish. This individual will need to determine how to adjust his/her daily responsibilities during the course of the consulting project and be committed and capable of making project decisions. Once the elected officials set/approve the budget, time, scope and outcomes, your main contact will be approving a host of large and small decisions throughout the project.



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### Diversification and Local Government Investment Pools

*By Deb Zimmerman, MBA, CPFIM, Associate Director - Illinois Metropolitan Investment Fund*

Public Funds Managers, Treasurers and Finance Directors, continue to face the challenge of investing public funds in an environment of historically low interest rates. While maintaining safety of principal and providing for liquidity needs, they must attempt to diversify investments to manage risk and earn income to offset the growing demands for payment for products, services, and employee related expenses.

Authorized investment instruments are defined by both state statutes and the local entity's investment policy. However, the challenge lays not so much as what to invest in as to how to allocate the assets among the available investment instruments, or diversification. The principle of diversification is probably the most widely misunderstood investment concept. Most investors know that their investments should be diversified; however, they don't fully understand the function and mechanics of diversification. The purpose of diversification is to reduce risk in the overall portfolio while attaining market average rates of return. It doesn't just minimize the odds of being wrong; it also maximizes the odds of being right. Successful investing is about managing risk, not avoiding it. Diversification protects against the risk of putting too much money into a single investment.

State statutes regulate the activities of public funds officials; however, local investment policies are needed to outline the jurisdiction's investment objectives, procedures, constraints and preferences, and to provide guidance with regards to acceptable investments and risk tolerances.

The purpose of diversification should be clearly stated in the policy in the context of avoiding losses, rather than assigning arbitrary percentages of types or classes. Diversification of the investment portfolio minimizes the potential losses of individual securities, not necessarily eliminate losses. The policy should state that the portfolio shall be sufficiently diversified to eliminate the risk of loss due to an over concentration of assets in a specific maturity, a specific class or type of securities, or a specific issuer.

Investment policies should address or include a diversification policy which addresses maturities to protect against interest rate changes. The entity should prohibit investing all funds in very short maturities or very long maturities; maturities should provide for reasonable liquidity as well as stability of income.

Generally speaking, public funds officials should seek to obtain market average rates of return through prudent and thoughtful investment strategies rather than hitting the 'home run' and/or seeking maximization. Few public funds officials possess the skills and/or time to practice active portfolio strategies to seek maximum investment returns. Considerable expertise and effort is required for active portfolio management strategies.

Public entities with portfolios of sufficient size are urged to apply the prudence concept to the overall portfolio. This does not mean that the public funds manager should invest in speculative securities but rather the investment program is designed to anticipate and absorb occasional credit and market risks that can be offset

through diversification. A broader concept of prudence is applied to the overall portfolio not each and every security. If diversification is applied to a portfolio so that losses on individual securities are a small fraction, and therefore, cannot undermine the overall return, a prudent investor could still accept risk, provided overall returns increase as a result. The public sector has a low tolerance for losses; therefore, it is important to make the distinction between individually risky securities and the risk absorbed in the overall portfolio.

Because the minimum trading size for many securities is \$100,000, it is more difficult for small jurisdictions or public entities to diversify with the same efficiency as larger jurisdictions. Additionally, smaller, local jurisdictions may not have or be able to afford the investment expertise necessary to invest in higher yielding securities. Most local governments and public entities lack the resources – staff, expertise, time, and information – for active investment management; passive management works better in these situations with limited resources. Local government investment pools (LGIPs), are an excellent investment instrument for all organizations but especially those with limited resources. LGIPs, either through their own technical staff or by contracting with professional money managers, are able to invest in more complex investments because they can distribute administrative costs among a large number of participants.

Local government investment pools and money market funds offer competitive rates of return while providing safety of principal and high liquidity; the greatest advantage of LGIPs is liquidity. A liquidity component such as a local government investment pool is recommended for all passive investment management programs by many portfolio advisers and/or analysts. Investing in a short-term LGIP or money market fund provides additional diversification across short-term investment instruments. However, many government's investment policies prohibit investing all funds in very short maturities or very long maturities to protect against changes in interest rates. Both maturities and securities diversification can be further accomplished by allocating a portion of the investment funds to an intermediate term (1-3 years) local government bond pool. By investing in a short-term and an intermediate term pool, the government is providing greater risk management against changes in market interest rates and a level of securities diversification that probably could not be attained by purchasing individual securities on their own.

Diversification is an important component of the investment management process. Whether an active or passive investment management approach is utilized and regardless of the size of the jurisdiction's investment portfolio, investing in a short-term LGIP or money market fund, along with an intermediate term LGIP bond fund, can provide liquidity and yield as well as diversification in securities and maturities.

#### References.

Girard Miller with M. Corinne Larson and W. Paul Zorn, Investing Public Funds, Second Edition, GFOA, 1998

John E. Petersen and Dennis R. Strachota, Local Government Finance Concepts and Practices, GFOA, 1997

Benjamin Graham, The Intelligent Investor, Revised Edition, First Collins Business Essentials, 2006.

## ILCMA Awards Program

NOMINATE A COLLEAGUE TODAY!  
NOMINATIONS DUE BY APRIL 18, 2014

ILCMA started the awards program in 1994 in order to honor those in the association who have exemplified excellent public service. There are two major award categories: The Robert B. Morris Lifetime Achievement Award and the Special Service Award. There are three categories within the Special Service Award: Service to the Profession, Service to the Association, and Service to the Community. The award criterion for each award is described in detail below.

### Robert B. Morris Lifetime Achievement Award

The ILCMA Lifetime Achievement Award was renamed the Robert B. Morris Lifetime Achievement Award in 2004 in honor of Robert B. Morris. Mr. Morris was hired in 1951 as the Village Manager (VM) in Glencoe and was the first VM in Illinois not trained as an engineer. Bob went on to serve in the village of Glencoe for over 30 years. His distinguished career and ILCMA legacy is highlighted by many professional contributions and accomplishments including the following:

- In 1964 ILCMA hosted the ICMA 50th Anniversary Conference in Chicago, IL. Bob Morris served as the chair of the conference committee.
- Also in 1964 Bob Morris was elected ICMA Regional Vice-President.
- From 1982 – 1991 Bob served as Midwest Manager and Director of Training and Development, ICMA Retirement Corporation, Evanston, IL
- ILCMA joined the ICMA Range Rider program and Bob Morris became one of the first Illinois Range Riders. Les Allen, long time manager of Decatur, was his counterpart. Bob went on to serve as a Range Rider until 2006.

### Qualifications

The Robert B. Morris Lifetime Achievement Award is presented to a retired individual who has served no less than 20 years in local government, at least eight of those in Illinois. Selection for the Robert B. Morris Lifetime Achievement award is based on the following criteria:

- 1) The nominee's professional contributions to the communities in which he/she has served;
- 2) The nominee's personal contributions to the communities in which he/she has served;
- 3) The nominee's contributions to the advancement of the local government management profession through leadership, advocacy, and the development of other professionals;
- 4) The nominee's exemplary service to the Illinois City/County Management Association;
- 5) A clear indication that the nominee has, throughout his/her career, dedicated himself/herself to public service above and beyond the organizations in which he/she served.

The award recognizes a manager whose service has been judged by peers as strong or exceptional, and who has made major contributions beyond direct service to local government (e.g., through service to the associations and the profession). An ILCMA Lifetime membership is awarded to the recipient.

### Special Service Awards

Service to the Association  
Service to the Profession  
Service to the Community

### Qualifications

The Special Service Award is presented to individuals who have notable association or affiliate activity and significant professional accomplishments, in the following areas:

- 1) Service to the Association: The nominee has actively served the Illinois City/County Management Association through exemplary service to an ILCMA committee, the executive board or has made other significant contributions to ILCMA.
- 2) Service to the Profession: The nominee has demonstrated concern for the support, well-being and growth of other professionals and those aspiring to a career in local government management or the nominee has actively promoted the profession to the community at large including but not limited to, university programs, Illinois Municipal League, and regional councils of government.
- 3) Service to the Community: The nominee has demonstrated exemplary service within one's organization by being an above average professional manager and having displayed the characteristics of integrity and leadership in order to provide exceptional service to one's community in order to get project(s) completed. This award can also honor a nominee who has served a cause that is beyond that of the municipality or county through volunteerism in national, state, regional, and local organizations. This award can encompass private interests, family interests, acts of heroism, charitable acts, or social accomplishments.

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## Year 2014 Awards Nomination Form



Name of Nominee\_\_\_\_\_

Current or Most Recent Position\_\_\_\_\_

Address\_\_\_\_\_

Please indicate the award for which you are nominating this individual.

\_\_\_\_ Robert B. Morris Lifetime Achievement Award

Special Service Award – **place an “x” in one area below**

\_\_\_\_ Service to the association

\_\_\_\_ Service to the profession

\_\_\_\_ Service to the community

In the space below, indicate the reasons the above individual is worthy of the award for which she/he is being nominated (may attach separate sheet if necessary). Please **DO NOT** submit multiple letters of support. Nominations must be **received by April 18, 2014**. Send a pdf form of the nomination to: Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu). Please put ILCMA Award Nomination in the subject line.

Name of Nominator\_\_\_\_\_

Signature of Nominator\_\_\_\_\_



## Budgeting Software – What do You Use?

by Mell Smigielski, MMC, ICMA-CM, Administrator, Village of Mahomet  
and IML Committee Member

Most municipalities have a fiscal year that begins on May 1. That means most of us are firmly entrenched in the annual budgeting process and working many hours outside of the normal workday. I came across a municipality that as recently as last year did their monthly budget report on a typewriter. There are others that use a computer to type the report into Microsoft Word or even Excel without using formulas to do the calculations. This is using a computer as a typewriter. These are all small communities, but I think we all thought those days were over. Luckily I have not seen handwritten budget reports anywhere lately or even stone tablets with numbers on them.

Larger communities have the resources to spend tens of thousands of dollars (or more) on software packages. They can afford to purchase CPM (Corporate Performance Management) and ERP (Enterprise Resource Planning) systems that takes information to the next level. Some pay even more for programmers to tailor software to fit their needs. But the reality is most communities are smaller and do not have the resources to spend a lot of money on the best software package available to be their panacea of financial and informational reporting systems.

Many of you, like me, also have the title of Budget Director. So the responsibility of a well-groomed budget document lies with us. We do have a prominent software package for payroll, accounts payable, general ledger, and utility billing. But the ability to make adjustments and forecast calculations in an attempt to come to a balanced budget is not the main focus. The capability to forecast, report and publish out of one software package is difficult because the marketplace has not yet made software packages affordable for most of us. In short, the market is under-developed for most municipalities at a price-point we can afford. You could get an Excel Add-On (like Perpetual Budget, A3 modeling or Budget Tool) but our Boards or councils have to decide between software they view as a luxury and materials to fix potholes.

So, like others, we use Microsoft Excel to do 'what-if' calculations. Excel does a decent job of providing charts and graphs. I use multiple sheets in a workbook for budget forecasting. For instance, I have one sheet that lists all the employees with their projected salary and how the salary is broken down by percents among the different departments. Another sheet determines health insurance and other benefits that link to the original sheet. All of that links to the main budget sheet so I can make a change in one sheet and the result automatically flows across all sheets. That saves a lot of re-keying time.

Microsoft Word provides the means to list the narrative part of the budget. This is where the budget message, municipal goals, state of the village and the general fluff are contained. When the time comes to put the finishing touches on the budget document, you need to print out the narratives, budget numbers and forecasts, craft the cover pages and indexes and scan it all in as a pdf document for presentation to the Board and citizens. Once the document is approved by the Board, it is time to start the budget process for next year.



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## ILCMA Membership Survey

### Executive Summary

The ILCMA Membership Survey was sent out in Fall 2013. The response rate was 50%, which was slightly less than 2011. Overall, the members reported they are very pleased with the services ILCMA provides. In evaluating members' responses for the areas of importance of services and how well ILCMA provides those services, members are reasonably pleased in both areas. However, the rankings for importance of services and how well ILCMA provides those services has decreased some since 2007.

Still a sign of the economic times, more members are becoming familiar with the Members in Transition program. Of the programs/services members have used while in-transition, Range Riders continues to be the most frequently used. Eighty-four percent of the respondents are satisfied with the support they receive in the program.

In the Mentorship program, about 76 percent plan on maintaining contact with their mentor/protégé. During their relationship, the majority found meeting in person was the best method for communicating and were in contact at least as needed or on a monthly basis. Some experienced challenges and gave suggestions such as more guidelines among others, but the majority did not express challenges/difficulties.

In reviewing members' turnout at a winter and/or summer conference during the past three years, about half of the members have attended. The three main reasons for not attending conferences are: 1) schedule too busy, 2) cost and 3) location.

Members were informed that the Center for Governmental Studies was awarded the contract to provide the Wisconsin City/County Management Association with Secretariat services, much like it does for ILCMA. Members were asked if they would be interested in holding a joint summer conference every few years with the WCMA. About 78 percent indicated they would be interested; however, in some cases it depended upon the location and topics.

A good portion of the survey was devoted to learning what the two biggest issues facing members' community, profession in Illinois, and themselves. The top issues are enumerated below.

### Community

- 1) Pensions
- 2) Funding/budgets
- 3) Economy/economic development/economic growth

### Profession in Illinois

- 1) Pensions

- 2) Succession planning/continue to encourage young people to get into the profession
- 3) Lack of trust/confidence in government officials

### Members

- 1) Balancing work with personal life
- 2) Professional growth

In terms of utilizing social networking for communicating with members, 54% believe no additional social networking is needed and 46% believe it would be helpful. Of those who believe social networking would be helpful, LinkedIn is the most popular choice. Facebook is close behind.

Overall, as stated, members believe ILCMA provides good services and programs and there are future opportunities both for members and ILCMA as they work together to offer additional types of programming that are found beneficial and rewarding. Thank you for your feedback as it allows us to continue to strengthen our program.

ILCMA also completed a communication survey in January 2014. To view the complete report of both the ILCMA Membership Survey and Communication Survey please visit:

<http://www.ilcma.org/index.aspx?NID=252>.

## 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 Range Riders.

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 bi-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 Range Riders and between the two entities should provide the MIT with the support services available through the ILCMA and the ICMA.



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## **IAMMA MARCH LUNCHEON**

### **Wednesday, March 12, 2014**

**Location:**

StoneWood Ale House  
601 Mall Drive, Schaumburg, IL 60173

**Time:**

Networking 11:30a.m. Lunch 12:00p.m.

**Cost: \$25.00**

Checks can be made payable to IAMMA.

**Please RSVP for this luncheon by Friday, March 8 by clicking the link below:**

<https://www.surveymonkey.com/s/MarchIAMMALuncheon>

#### **Topic: A Practitioner's Field Guide for Alternative Service Delivery**

**Please join us as Russ Loebe, Vice President, HR Green and Professor Kurt Thurmaier, Chair, Department of Public Administration provide an overview of the findings of a yearlong study, assessing Alternative Service Delivery while identifying leading practices from real-world examples in Illinois. The study was conducted by the Department of Public Administration and Center for Governmental Studies at Northern Illinois University and HR Green. Gain an insight into program development, implementation, legal, political, labor and control issues that need to be considered when evaluating Alternative Service Delivery options.**

#### **Payment and Attendance Policy:**

Individuals who RSVP and order a lunch are required to issue payment upon check-in at the event. If payment is not received at the event, a \$5.00 invoicing fee will be added to the cost of the event. The \$5.00 invoicing fee will also be applied to individuals who RSVP and order a lunch, but do not attend. To avoid being charged for an event and the \$5.00 processing fee, individuals that RSVP and order a lunch must cancel by the registration deadline.

## 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:

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

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

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

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

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

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

Art Osten, Jr.  
artosten@sbcglobal.net  
847-516-1007  
Cell: 847-910-9057

Kathy Katz  
kselake@gmail.com  
847-721-7602

Kenneth Lopez  
blopez@mc.net  
815-385-1207  
Cell: 847-875-0169

Dawn Wucki-Rosbach  
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# Legacy Project

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## 3<sup>rd</sup> Annual Women's Legacy Conference *Save the Date* May 16, 2014

NIU Naperville Campus\*

### Conference at a Glance...

- |          |  |
|----------|--|
| 8:30 AM  | Registration & Continental Breakfast   |
| 9:00 AM  | Opening Key Note Dana Theus: <i>You Are 'The Woman Effect': Women in Business and How to Harness Empowering Trends to Further Your Career</i>  |
| 10:30 AM | Choice of Break Out Sessions <ul style="list-style-type: none"><li>❖ Leadership Presence for Women</li><li>❖ Enhance Your Personal Brand with Thought Leadership</li><li>❖ Career Path – What's Yours?</li></ul>                             |
| 12:00 PM | Lunch  |
| 1:00 PM  | Choice of Break Out Sessions <ul style="list-style-type: none"><li>❖ Building Your Network – Are You Using Social Media to Your Advantage?</li><li>❖ Women's Self Defense</li><li>❖ Real World Applications of Leadership Presence</li></ul> |
| 2:30 PM  | Closing Key Note Ali Payne: <i>Balancing Our Roles</i>   |
| 4:00 PM  | Specialty Exchange & Networking: Lean In   |
| 5:30 PM  | Optional Cocktails and Dinner at <i>Coopers Hawk Winery</i>  |

\*Northern Illinois University (NIU) campus in Naperville, located at 1120 East Diehl Road, Naperville, Illinois.  
Please see our website for more information at [www.legacyprojectnow.org](http://www.legacyprojectnow.org)  
Registration Coming Soon

## 2014 ICMA Midwest Regional Summit

### WHEN

March 20-21, 2014

### WHERE

Sheraton, Iowa City

Iowa City



**Announcements: Online Registration is Now Open.** Click the "REGISTER" link below which will take you to the joint registration site for this collaboration between ICMA and the Iowa Municipal Management Institute.

**NOTE: Iowa City will be hosting the NCAA Women's Basketball Championship beginning Thursday, March 20. Please be certain to book your room before our February 27 release date to assure a room. Reservations will be difficult anywhere in the Iowa City/Coralville area after that date.**

The ICMA Midwest Regional Summit is a 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. We encourage members from all states in the region to take advantage of the expanded program offered this year through our collaboration with the Iowa Municipal Management Institute.

### **2014 Featured Workshop**

#### **THE CHALLENGE OF CULTURE CHANGE:**

**How do you create and sustain excellence?**

*continue on next page*

In a new format, modeled after the popular TED Talks, Bob O'Neill, executive director, ICMA will host a conversation featuring local government managers who are involved in significant culture change. Each speaker will present a brief overview of the issues and processes they have engaged to effect change and Bob will lead a Q&A sessions that connects the presentations to the issues that are the future of the profession.

### **Regional presenters TBA**

The [Young Professionals Leadership Institute](#) precedes each regional summit. **Managers are encouraged to invite young professionals to attend this leadership institute.**

### Summit Registration Fees

**Registration Fee:** \$295.00

**Click here to REGISTER** - This link will take you to the University of Iowa Center for Conferences where you will be invited to set up a login to register. This year's Midwest Regional Summit offers a unique expanded program in collaboration with the Iowa Municipal Management Institute.

### Room Reservations

#### **Venue Details**

Sheraton Iowa City Hotel

**Online reservations:** [Sheraton Iowa City Hotel](#)

**Room Rate:** \$83.00

Indicate that you are attending the IMMI/ICMA Midwest Regional Summit.

**Hotel Cut-off:** February 28, 2014

**NOTE: Iowa City will be hosting the NCAA Women's Basketball Championship beginning Thursday, March 20. Please be certain to book your room before our February 27 release date to assure a room. Reservations will be difficult anywhere in the Iowa City/Coralville area after that date.**

Questions about the Summit: Contact Donna-Renee Arrington via email [darrington@icma.org](mailto:darrington@icma.org) or at 202-962-3691

### **SUMMIT TENTATIVE AGENDA**

#### **Thursday**

Mid Career Managers Institute

#### **REGIONAL SUMMIT BEGINS**

1:30-4:30 ICMA University Workshop  
5:30-6:30 Reception - sponsored by ICMA-RC  
6:30-8:30 Dinner - "Celebrating the Profession"

#### **Friday**

7:30-8:15 Breakfast  
8:15-10:00 Meet with your ICMA Executive Board  
10:15-12:00 Regional Meeting of State Officers and Members



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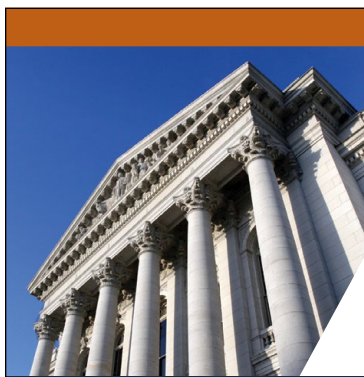
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## Midwest Leadership Institute

*Helping local government navigate a complex world in a time of disruptive change*

### Approach

A basic premise of the Midwest Leadership Institute is that successful outcomes in local government require a deep understanding of interpersonal leadership. The ability to understand individual and organizational behavior and the ability to diagnose why people act the way they do is crucial. The courage and discipline to admit when you do not know what you do not know, which requires you to know yourself and your emotions, is also a focus of the Institute.

### Who Should Attend

Local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career who would like to:

- Thrive in an increasingly complex world with multiple personalities, competing self-interests, questionable ethics and the prominence of the information age.
- Function in a complex world with challenges facing local government professionals that can make leaders feel like the healthiest person in the emergency room.
- Implement sound judgment, an important concept of the Institute, which will help guard against blind pathology and acting without the proper analysis.

The Institute customizes learning to the needs of the participants. Learning in teams focusing on real world local government scenarios is a critical component of the Institute.

### Curriculum

The Institute is an intensive 4.5-day program with both an internal self-focus and an external organizational focus. The Institute consists of nine learning pods including lectures, exercises, team discussions and team presentations.

The nine learning pods are as follows:

1. Leadership in the New Order of Things and Fundamental Concept for Leading People
2. Judgment – The Foundation to Successful Leadership
3. Emotions – The Ultimate Motivator
4. Self-Awareness – Overlook at your Own Risk
5. Resistance, Motivation and Performance
6. The Unique Challenges of Public Sector Ethics
7. Groups Committing to Reality
8. Aligning Goals, Tasks and Relationships
9. Balancing the Competing Needs of Work, Family and Self

If you are an **ICMA Credentialed Manager**, the Institute includes practice areas 1,2,6,8,9,13,14,17,18

### Instructors

A cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development presents the program

- David E. Morrison, M.D.
- Daven Morrison, M.D.
- David M. Limardi, Midwest Regional Director, ICMA, MPA, ICMA-CM
- Robert Kiely, City Manager, Lake Forest, MPA, ICMA-CM

### Logistics

Each program is limited to 50 participants to ensure time for one-on-one individualized coaching as well as small group and all-participant events. Tuition for the entire 4.5 day Institute is \$1800 for ICMA members or \$2000 for non-ICMA members and includes course materials, continental breakfast daily and lunch four days. Organizations that send multiple participants are eligible for tuition discounts. Please see below for contact information.

The Institute is held March 31 - April 4, 2014 at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL.

Visit [www.cgs.niu.edu/midwest\\_leadership\\_institute](http://www.cgs.niu.edu/midwest_leadership_institute) for more program details and area lodging options. Please contact Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu) or call her at 815-753-0923 with questions.

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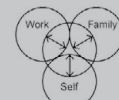


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# ILCMA SUMMER CONFERENCE

## *IT'S NOT ABOUT THE GOLF!*

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June 11 – 13, 2014  
Eagle Ridge Inn & Resort

#### THEME: BE PREPARED!

##### Tentative Schedule

Thursday, June 12, 2014

8:30 – 10 a.m.

##### Keynote Address by Dr. Lowell Catlett

Understanding the World's Largest Economy and  
Tomorrow's New Future



10:30 – 11:45 a.m.

##### Breakout sessions:

**Session 1:** Winning Discipline Cases in Arbitration: A Case Study

**Session 2:** Roadmap for Construction Projects: What Do I Need to Ask?

11:45 a.m. – 1:15 p.m.

##### Lunch & Business Meeting

Bob O'Neill, ICMA Executive Director



1:30 – 2:45 p.m.

##### Breakout sessions:

**Session 1:** The Heroin Highway into Your Community – How Drugs are making their way into your community and the tools your community needs to navigate a drug crisis

**Session 2:** Updating a compensation plan to create a fair, cost-effective and market based program based on public and private sector data

3:00 – 4:15 p.m.

##### Breakout sessions:

**Session 1:** Pensions

**Session 2:** Washington, Illinois...The Devastation, Destruction and Rebuild

Friday, June 13, 2014

9:00 – 10:15 a.m.

##### Breakout Sessions:

**Session 1:** What we've got here is (a) failure to communicate

**Session 2:** The Enemy Within: How Rita Crundwell Defrauded the City of Dixon Out of \$53 Million

10:30 – 11:45 a.m.

##### Closing Keynote by Jody Weis

Police Investigation and Corruption



*The ILCMA Professional  
Development Committee  
Metro Managers  
& NIU MPA Program  
Present*



## **Dr. H. George Frederickson**

The MPA 50<sup>th</sup> Anniversary Committee at Northern Illinois University along with the ILCMA Professional Development Committee and Metro Managers are pleased to welcome Dr. H. George Fredrickson to the March ILCMA Professional Development program and Metro Manager Luncheon.

Dr. Frederickson, one of the field's most respected scholars, will describe an exciting future for public administration and place it in the context of changing politics, values, and ethics. He defines an ethic for the field that illustrates:

- The differences between public administration and government administration
- How to practice ethical and energetic public administration in the context of contemporary politics
- Why fairness and benevolence are as important as efficiency and economy
- What are the implications of transitioning from government to governance

Dr. Fredrickson's presentation will be followed by the Metro Managers luncheon which will include a panel responding to his comments. Featured on the panel are:

Randall Recklaus, Village Manager, Clarendon Hills  
Julliana Maller, Village Manager, Hanover Park  
Candace King, Executive Director, DuPage Federation on Human Services Reform  
Patrick Urich, City Manager, Peoria

The program is sponsored by the NIU Graduate School and Ehlers Associates.

<b>Date:</b>	Thursday, March 20, 2014	
<b>Time:</b>	10:45 a.m.	Registration
	11:00 – Noon	Presentation by Dr. H. George Frederickson
	Noon – 12:45 p.m.	Buffet Lunch
	12:45 – 1:30 p.m.	Panel Presentation
<b>Location:</b>	<b>Harry Caray's</b> 70 Yorktown Dr. Lombard, IL	<b>Addresses ICMA Practice Area 3:</b> Functional and Operational Expertise and Planning
<b>Cost:</b>	\$25 if staying for lunch (Frederickson presentation only is no cost)	
<b>RSVP:</b>	Phone-in Registration 815-753-5424	
<b>By March 14</b>	Email registration to Alex Galindo at <a href="mailto:agalindo@niu.edu">agalindo@niu.edu</a>	
	Online Registration with Credit Card: <a href="https://www.ilcma.org/forms.aspx?FID=79">https://www.ilcma.org/forms.aspx?FID=79</a>	

*Cancellations must be made **by March 14**. Any cancellations after that date will require full payment.*



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# COACHING

## Program 2014

*Today's talent, tomorrow's leaders*

### 2014 Coaching Webinars

Get the most from these 90-minute sessions — **FREE**  
All sessions are 1:00 - 2:30 p.m. PT.

#### Effective Ways to Increase Revenues

Wednesday, March 19

#### Taking Smart Risks

Wednesday, April 9

#### Strategies and Tools for Civic Engagement\*

Thursday, May 22

#### Saying "No" When Saying "No" Doesn't Seem Like an Option\*

Thursday, September 11

#### Leading by Example—developing your leadership values and narrative\*

Wednesday, October 15

#### Storytelling to Promote Positive Solutions

Wednesday, October 29

**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. Encourage group participation from your agency.**

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. 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 Senior Advisor Dr. Frank Benest, these columns will help you navigate the course to a successful government career. Recent topics include:

- "Building a Powerful Network"
- "Winning at Office Politics, the Right Way"
- "Forget Work-Life Balance—Re-Energize at Work and at Home"

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

<http://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**

**815-753-5424**

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



## Young Professionals Leadership Institute March 19 – 20, 2014

### WHERE

Sheraton, Iowa City

Iowa City

This Institute is made possible with generous support from our partner, ICMA-RC.

## Young Professionals Leadership Institute

**ICMA** UNIVERSITY



*For Assistants, Assistant Managers, and those who are beginning their career path*

### **BUILDING YOUR LEADERSHIP SKILL SET THROUGH THE ART AND PRACTICE OF LEADERSHIP**

A special ICMA University leadership program that offers young professionals a way to build their leadership skill set through the art and practice of leadership. ICMA University workshops are being presented as a special offering to young professionals, preceding the ICMA Regional Summits that are scheduled for March, April, and May in the Southeast, Northeast, Midwest, Mountain Plains, and West Coast regions.

**GREAT VALUE!** The cost of this special leadership skill building offering is \$99! This fee does not include lodging.

### **Who Should Attend**

- Assistants
- Assistant Managers
- Those who are beginning their career path in local government

**Managers, you are encouraged to invite young professionals to attend this leadership institute.**

## ILCMA Announces New Range Riders

As a result of the recent Range Rider retirements of Dave Anderson, Glenn Spachmann, and Frank Ollendorff, the ILCMA Board at the February 26 board meeting approved new Range Riders Robin Weaver, Kent Leichter, and Steve Carter. Robin will serve as Glenn Spachmann's replacement and will cover the Chicago Metro area. Steve will serve as Dave Anderson's replacement and will cover the central Illinois region. Kent will serve as the shared Missouri Range Rider in the St. Louis area. He replaces Frank Ollendorff. Please note that you are free to reach out to any Range Rider as needed.

The International City / County Management Association (ICMA) Range Rider Program was established by the ICMA Executive Board in 1974 to make the counsel, experience, and support of respected, retired managers of the profession available to the local government management profession. Range riders are retired managers with extensive experience who volunteer their time to provide a unique source of outside counsel to their colleagues.

### Selection

There are 86 Range Riders in the United States serving members in 21 states, which represent about two-thirds of the ICMA members. Range Riders are selected jointly by the ICMA Executive Director and the board of directors of the state local government management association where the Range Rider lives.

### Discussion Topics

ICMA Range Riders are available to meet with ICMA and state association members to discuss the profession and concerns of those in the profession. Discussion topics range from relations with mayors and councils, connections with their state association or ICMA, and responses to local controversies to career development counseling and overall management questions. Range Riders also help communities interested in adopting or retaining council-manager government and assist mayors and councils who may be seeking a manager / administrator on a full-time or interim basis.

### Confidentiality

All discussions are confidential. Range Riders are friends, colleagues, and counselors to the profession, not consultants. The Range Rider Program is designed to help with personal and professional issues, not to provide technical assistance or to solve substantive problems in a local government. Range Riders may consult with local governments as individuals, on a part-time basis, as long as the consulting does not impair the effectiveness of the Range Rider.

## ILCMA Members Raise \$2000 for Tornado Relief Fund

ILCMA members contributed approximately \$2000 in the recent raffle that was held in conjunction with the ILCMA Winter Conference. The proceeds will be donated to the city of Washington Tornado Relief Fund and the city of East Peoria Tornado Relief Fund. Tim Gleason, city administrator, city of Washington, addressed the conference attendees and thanked them for their support during this difficult time in that City's history. Tim will be part of a summer conference presentation on the devastation, destruction, and rebuild of the community.

ILCMA would like to thank our sponsors who contributed the prizes for the raffle. They include: HR Green, Inc., BSI, Baxter & Woodman, SAFEbuilt Illinois, Sikich, LLP, MGP, Inc., and Clark Dietz, Inc.



**City of Park Ridge, Purchasing Agent/Procurement Officer**

Full-Time

The City of Park Ridge is seeking qualified applicants for the full-time position of Purchasing Agent/Procurement Officer. Under supervision of the Finance Director, manages the day-to-day operations and activities associated with the procurement of all services, equipment, materials, and supplies through the formal and informal purchasing processes. Bachelor's degree from an accredited 4-year college or university in Public Administration, Finance, Business Administration, and/or related field; and 3 to 4 years of progressively responsible related experience; or, any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Public and private sector experience will be considered. CPPB and/or CPPO certification(s) preferred. Starting salary is \$60,000 +/- depending on qualifications, plus benefits. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at [aeriksso@parkridge.us](mailto:aeriksso@parkridge.us) or by U.S. mail to:

City of Park Ridge  
Attn: Human Resources  
505 Butler Place  
Park Ridge, IL 60068  
EOE M/F/D/V

City of Woodstock, Economic Development Coordinator  
Charming and historic Woodstock IL, county seat of McHenry County, on Union Pacific rail line 1 hour NW of Chicago, with population just under 25,000, seeks dynamic, experienced economic development professional to attract and facilitate new and existing business, and market Woodstock as a unique and thriving business destination. This full-time position reports to the Director of Community & Economic Development and serves as the City's main contact to handle all retail, commercial and industrial recruitment and expansion activities.

Minimum qualifications: BS in Business or Public Admin, Marketing, Urban Planning, or related field; 5 years' progressively responsible work experience; excellent communications, marketing and computer skills; and valid driver's license with good record, required. CECD, EDFP or AICP a plus.

Beginning salary: \$42,127 - \$65,377 depending on qualifications and experience, with excellent benefits.

Current resume and cover letter—clearly outlining relevant experience and education - should be emailed no later than Tuesday, March 18, 2014 to: [humanresources@woodstockil.gov](mailto:humanresources@woodstockil.gov) Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

**Village of Oak Brook, Bath & Tennis Club Recreation Manager**

POSITION: Bath &amp; Tennis Club Recreation Manager

SALARY: (\$65,000 to \$75,000) depends upon qualifications

APPLY BY: To apply please submit via email a cover letter, resume and three (3) professional references to Kate Andris, Human Resource Generalist, at [kandris@oak-brook.org](mailto:kandris@oak-brook.org) by March 7, 2014 at 5:00 p.m. Additional information about the Oak Brook Bath & Tennis Club may be found online at: [www.oak-brook.org](http://www.oak-brook.org).

**COMMUNITY PROFILE:**

The Village of Oak Brook, Illinois, (residential population of 7,883 and daytime population of 90,000), a suburban community located 15 miles west of downtown Chicago, 20 minutes from O'Hare International Airport, on the eastern edge of DuPage County, is seeking to fill the position of Bath & Tennis Club Recreation Manager. The Bath & Tennis Club Recreation Manager is appointed by the Village Manager and is under the direct supervision of the Sports Core Director.

**JOB SUMMARY:**

The Bath & Tennis Club Recreation Manager is responsible for managing all recreation programs and facilities at the Bath & Tennis Club which include swimming, tennis, polo, soccer, lacrosse, and cricket. This position will oversee all staff and contractors required to run the Bath and Tennis club and will also be actively involved with community events such as the Taste of Oak Brook.

**ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:**

The primary responsibility of the Bath & Tennis Club Recreation Manager is to carry out the mission of the Oak Brook Bath and Tennis Club and effectively supervise and manage its day-to-day operations. In addition, the ideal candidate will demonstrate a strong commitment to professionalism, innovation, customer service, risk management, decision-making and process improvement. Successful candidates will also possess effective written and interpersonal skills, a strong focus on customer service as well as an ability to build effective working relationships with diverse audiences. The selected candidate will regularly interact with elected officials, village staff, vendors, athletes, patrons of the Bath and Tennis Club as well as residents and visitors. The selected candidate must demonstrate experience in event planning and recreation management.

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## MINIMUM QUALIFICATIONS:

This position requires a minimum of 4 years experience in recreation or a related area. A Bachelors degree in Parks and Recreation or related field is preferred. Knowledge of outdoor pool operations and banquet operation experience is a plus. Knowledge of computers with experience in Excel and Word is required. A valid Illinois State Driver's License (Class A) is required. CPR and AED certification required for all full time staff. The training will be provided by the Village.

## SELECTION:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

Village of Oak Brook  
Attention: Human Resource Generalist  
kandris@oak-brook.org  
1200 Oak Brook Rd.  
Oak Brook, IL 60523  
E.O.E.

## Village of Lisle, Public Works Operations Superintendent

The Village of Lisle, IL (22,390) a dynamic community that includes a vibrant corporate corridor, an award-winning revitalized downtown, world class amenities and high quality of life, seeks candidates for the position of Public Works Operations Superintendent.

This position leads the day-to-day activities of the Public Works Department's Streets, Water, and Forestry & Grounds Divisions, and under the general direction of the Public Works Director, sets priorities and directs work for the maintenance and repair of Village infrastructure and ensures the safe, economic and efficient delivery of quality public works services. Examples of essential duties and responsibilities include: the planning, coordinating and oversight of work related to construction, maintenance, inspection, testing and repair of Village streets, storm sewer, water storage, pumping/supply and distribution systems, curbs/gutters, sidewalks, cemetery, and rights-of-way; leaf and branch collection; snow/ice control; special event set-up; traffic control devices; budgeting, procurement and management of contracts; assists with directing Village's response to emergencies; supervision, training/development and evaluation of Department personnel.

The successful candidate must possess a collaborative work-style; knowledge of and experience with public works operations, construction and utility management and related federal, state and local regulations; ability to gather, analyze and review data to make informed decisions and recommendations; excellent communication (verbal and written) skills; familiarity with Microsoft Office and SCADA software programs; ability to work under varying environmental conditions and lift up to 50 pounds; and also demonstrate the ability to build successful working relationships with staff, elected and appointed officials, contractors and the general public.

Qualifications (Education & Experience): The successful candidate will be expected to have a high school diploma or equivalent; an Associate's degree in business administration, management, engineering or closely related field; and a minimum of five (5) years of progressively responsible supervisory experience in municipal public works operations or utilities and/or construction management setting or equivalent combination of education, training and experience. Possession of a Class B Commercial Driver's License with air brake and tanker endorsements and Class C water operator's license issued by the Illinois EPA within six (6) months of hire is required.

Compensation: DOQ. Salary range is \$74,000 - \$103,000 with excellent benefits. The hiring salary is likely to be at or near the midpoint of the range.

Hours: Monday - Friday 7:00 a.m. to 3:30 p.m. (Must be willing to respond to emergency calls)

Application Process: Qualified candidates are encouraged to apply by Tuesday, March 11, 2014 with a cover letter, resume, five (5)-year salary history, and three (3) professional references to Eric Ertmoed, Administrative Services Director at hr@villageoflisle.org. Please reference Public Works Superintendent in the subject line of the email.

The Village of Lisle is an Equal Opportunity Employer

## Village of Berkeley, Police Chief

The Village of Berkeley, Illinois, population 5,209, a full service community located east of Chicago, seeks an experienced police professional to lead its Police Department consisting of fourteen full-time police officers, five part-time officers, four full-time dispatchers, six part-time dispatchers, a part-time records clerk, and a part-time community service officer.

The Police Department is committed to providing the highest quality police service to those who live and work in the Village of Berkeley. The Department works in collaboration with the community and strives to maintain the utmost level of public safety with the goal of maintaining the quality of life expected within the Village. The Department provides services with a commitment to cultivating the public trust by respecting individual rights and striving to be fair, just and responsive to the needs and feelings of the community.

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The Bridge To Your Community

Candidates must be committed to training, professional development and community/problem solving policing. Candidates with a proven record of visibility and participation in the community are desired. Strong communication and leadership skills; experience in police operations/supervision, budgeting and personnel management, grant administration and crime intervention and prevention are desired.

Candidates must possess a Bachelor's degree in criminal justice, or related field. Candidates should also have at least ten years in law enforcement with a minimum of seven years' experience in a law enforcement manager, leadership position, or an equivalent combination of experience and training which provides the requisite skills and abilities to effectively perform the duties of Police Chief. A Master's degree or advanced executive level training is also highly desired. Please consult the Village's website for complete information regarding the position at [www.berkeley.il.us](http://www.berkeley.il.us).

The Police Chief is appointed by the Village President with approval by the Village Trustees. Starting Salary: \$90,000± DOQ. Submit resume, cover letter, and application (found at [www.berkeley.il.us](http://www.berkeley.il.us)) by March 07, 2014 to:

Ms. Brandiss J. West, Management Analyst  
Village of Berkeley  
5819 Electric Avenue  
Berkeley, IL 60163  
or bwest@berkeley.il.us

### Village of River Forest, Director of Public Works

River Forest, IL (11,172) Progressive, historic community with beautiful neighborhoods and a vibrant commercial district, seeks its next Director of Public Works. Home to Concordia University and Dominican University, River Forest is a highly desirable community in which to live and work. River Forest is located adjacent to Oak Park and 11 miles west of Chicago's loop in Cook County. The Village of River Forest is seeking a progressive, highly collaborative, "hands-on" public works professional to serve as its next Public Works Director. The position is appointed by the Village President and Board of Trustees and reports to the Village Administrator. The Public Works Department has 13 full time authorized positions and a \$7 million budget. The Public Works Department is full service with the following responsibilities: Streets, Facilities, Maintenance, Fleet, Engineering and Water/Sewer distribution. The next Public Works Director must have high integrity and a positive track record in customer service, positive employee relations, working in an union environment and experience with shared services, service



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consolidation and joint bidding. Experience with stormwater management and sustainable infrastructure a plus. Candidates must have a bachelor's degree in public policy, business, engineering or related field. A master's degree or higher level certification preferred. Candidates must have 5-7 years increasingly responsible experience in a supervisory level in public works in the public sector or in a field closely related to the public sector. The successful candidate will have strong oral and written skills, excellent interpersonal abilities, and a demonstrated enthusiasm for working closely with elected and appointed officials. Salary is \$125,000+/- DOQ. Residency in the Village of River Forest is not required. Candidates should apply with cover letter, resume and contact information for 5 work related references by March 14 to Heidi Voorhees, co-owner of GovHR USA via Voorhees Associates website at [www.voorheesassociates.com/current-positions](http://www.voorheesassociates.com/current-positions). Electronic submission preferred. Mail submissions to 650 Dundee Road #270 Northbrook, IL 60062. Tel: 847-380-3240. Additional information available at [www.VoorheesAssociates.com](http://www.VoorheesAssociates.com).

## City of Freeport, Finance Director

The City of Freeport (Population 25,000) in northwest Illinois, is seeking a Finance Director. The Director of Finance will lead City financial strategic planning and fiscal analysis efforts, formulate the City's fiscal year operating budget, and handle the day-to-day accounting and fiscal year close-out functions. This includes preparing, administering, monitoring, reconciling and evaluating the City's appropriation ordinance, accompanying line item spending plan and the City's capital improvement and finance plans.

The Director is also responsible for administering the City's health care programs, including procurement, contract negotiation, insurance program administration, and review of the financial stability and viability of the City's health insurance fund. The Director of Finance also administers the City's risk management program, ensures compliance with federal, state and local requirements, allocates program costs, selects and directs loss prevention and safety activities, and monitors related contracts. Payroll and pension administration is also a part of this position. The preferred candidate will have at least a Bachelor's degree or higher in Finance, Accounting or Public Administration, as well as five years of progressively responsible experience in a municipal finance role. Experience working with payroll, accounts payable, benefits procurement, contract negotiation, reinsurance program administration and risk management is a must, as well as knowledge of the laws and regulations related to same. The ideal candidate not only possesses superior skills in the day to day

administration of the City's finances but the capacity to analyze and clearly articulate the long term consequences of various policy alternatives and budget decisions. CPA licensure is highly desirable.

The Director of Finance is appointed by the Mayor and confirmed by the City Council.

The City of Freeport is an equal opportunity employer and does not discriminate based upon any status protected under local, state or federal laws. The City of Freeport offers a competitive benefit package with a starting salary commensurate with experience. Application deadline is March 15, 2014. Please email resume and salary history to the City HR Manager at [dmilliman@cityoffreeport.org](mailto:dmilliman@cityoffreeport.org).

## Village of Winnetka, Assistant Director of Public Works & Engineering

The Village of Winnetka is seeking an Assistant Director of Public Works & Engineering to assist the Director in planning, organizing, and implementing all Department programs. The selected individual will have responsibilities such as staffing of the Department's 30.5 FTEs, budgeting, purchasing, public and private construction oversight, project management, geographic information systems, communications, program analysis and will provide professional engineering support to the Director. The Assistant Director directly supervises the Superintendent of Public Works Operations, Forestry, Engineering and office staff and has administrative and operational oversight of the core public works services, including: 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 Village of Winnetka is an established North Shore suburban community, located approximately 20 miles north of Chicago and is undertaking a \$41.4 million Stormwater Management Program that will be implemented over the next several years, including the construction of a large-diameter stormwater tunnel. The Public Works Department has a fiscal year 2014 departmental budget of \$18.4 million and 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. This department works closely with a separate Water & Electric Department that provides other public services.

### Desired Minimum Qualifications:

- Bachelor's degree in business or public administration, civil engineering, or other closely related field, from an accredited college or university.
- 5 years' experience in the administration and management of municipal public works department, or other closely related field, including at least 3 years of supervisory experience (or equivalent combination of training/experience).
- State of Illinois certification as a Professional Engineer; or reciprocity within 6 months from date of hire.



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**Other Requirements:**

- Excellent written and oral communication skills.
- Strong leadership skills and the ability to work effectively with elected officials, citizens, and employees.
- Good knowledge of business mathematics and purchasing methods, as well as experience with computer spreadsheets, databases and related software.
- Possess 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. Project planning, field review, inspection of public improvements, field engineering and project management is frequently conducted outdoors and may occasionally occur under adverse or unusual conditions such as in cold, hot, wet, or dark surroundings, in all weather conditions, and at all hours of the day.

This is an exempt position. Salary range: \$90,099 - \$135,150 (DOQ) plus excellent benefits.

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:

Mary Ivins, Human Resources

Village of Winnetka

510 Green Bay Road

Winnetka, IL 60093

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

Phone: 847-716-3545

**Village of Riverside, Director of Community Development**

Riverside, IL (pop. 8,875). Mature and historic community, the Village of Riverside is located 11 miles west of Chicago in Western Cook County. Designed by Frederick Law Olmsted, the Father of Landscape Architecture, the Village of Riverside was one of the first planned communities. The Village operates under a Council-Manager form of government with an appointed Village Manager. The newly created Director of Community Development position is appointed by and reports to the Village Manager. The Community Development Director will be responsible for all aspects of planning, zoning, permitting and inspection functions for the village. The Director will coordinate the activities of the joint Plan Commission/Zoning Board of Appeals and Preservation Commission. The Director along with the Village Manager will lead the Village's economic development efforts and work with the Riverside Economic Development Commission in their mission to identify and attract new businesses consistent with the Village goals and develop strategies to encourage business retention. A bachelor's degree in Planning, Public Administration, Business Administration or a related field. AICP accreditation is preferred. Thorough knowledge of laws and policies governing municipalities important; ability to prepare reports, supervise work of others, provide development advice and communicate effectively is essential. Salary Range \$83,859 to \$93,122 (DOQ). Send resume, salary history and five work related references to Peter Scalera, Village Manager,



27 Riverside Road, Riverside, IL 60546 by March 14 or e-mail credentials to [pscalera@riverside.il.us](mailto:pscalera@riverside.il.us) Please visit [www.riverside.il.us](http://www.riverside.il.us) for a community and position profile.

**Village of Maywood, Village Manager**

Village Manager: Village of Maywood (Population: 24,090) Competitive Salary plus excellent benefits DOQ&E. Exciting and challenging opportunity in a thriving home rule community, located in the near west suburbs of Chicago, offering a very good quality of life and schools and a mix of residential housing options. Designated as an enterprise zone; three active tax increment financing districts; and home to a diverse mix of retail and industrial businesses. The Mayor and Board of Trustees are seeking a proven visionary leader to team with them as they plan for a dynamic future. \$43 million budget; approx. 200 full-time and part-time employees. Appointed by the Mayor and a six (6) member Board of Trustees who are elected at large to four (4) year, staggered terms. Article 5 statutory manager form of government. Residency required within the Village or within a 15-mile radius of the Village. Education and work experience requirements: Bachelor of Arts or Science degree and either (A) a Masters in Public Administration or Masters in Business Administration and not less than five (5) years' experience in management in government, or (B) not less than seven (7) years' experience in management in government, required. Excellent communication and inter-personal skills. Proven ability to analyze issues, recommend actions and execute policy; able to build positive relationships with the community and other governing bodies; experience in budget/financial management, economic and residential development, and labor relations. Duties of the Village Manager position are found at Section 30.04 of the Maywood Village Code and available at <http://www.maywood-il.org/index.htm>.

Please send cover letter and resume to: Village of Maywood, 40 East Madison Street, Maywood, Illinois 60153, Attn: Village Attorney. Deadline to submit cover letter and resume: March 21, 2014. Questions may be sent to the Village Attorney (Michael Jurusik) at: [mtjurusik@ktjnet.com](mailto:mtjurusik@ktjnet.com). EOE/AA/ADA.

**Village of Niles, Civil Engineer II**

The Village of Niles is seeking a professional Illinois Licensed Engineer for the position of full-time Civil Engineer II.

**Primary Responsibilities Include:**

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



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- Checks and corrects completed drawings.
- Drafts and designs projects utilizing CAD (Microstation Intergraph) program.
- Uses GIS (Geographic Information System) to maintain data base of existing Village utilities and any improvements to the system.
- Determines engineering estimates of quantities and costs.
- Conducts detailed topographical surveys.
- Determines elevations for streets, sewer & water mains.
- Conducts on-site inspections of construction projects.
- 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 three year's experience in surveying, design and construction of public works related projects. A valid Certificate of Registration as a 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.

Salary range is \$76,513-\$103,000 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 March 3, 2014.

Equal Opportunity Employer, Male/Female

### **Hanover Township, Mental Health Board Manage**

Hanover Township located in Cook County, Illinois, is currently accepting applications to fill a full-time Mental Health Board Manager. The Manager is responsible for providing professional management and administrative support to the Mental Health Board (MHB), which distributes \$1 million in annual grant funding in the areas of mental health, developmental disabilities, and substance abuse intervention and prevention.

This position manages grants distributed to over 30 separate organizations and more than 45 programs serving residents of Hanover Township. The Manager performs oversight of grant recipients by conducting compliance audits, and the review and approval of monthly, quarterly, and purchase of service reports as well as managing the preparation and implementation of a three year comprehensive plan and annual strategic planning for the Mental Health Board.

The Manager position requires graduation from a four-year college or university with major coursework in public administration, non-profit administration, or related field (Master's Degree preferred), at least two years of administrative or professional experience in an Illinois local government, human services, grant administration or related field with experience in staff support to a policy-setting, volunteer board beneficial.

Candidates must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. Candidates must also possess general knowledge of mental health and/or human services. The successful candidate will possess strong leadership skills and a willingness to take on additional responsibilities.

Starting salary is \$50,000 to \$55,000 plus an excellent benefits package, 40 hour/week position.

Submit cover letter and resume by March 5, 2014 to James Barr, Township Administrator, at [jbarr@hanover-township.org](mailto:jbarr@hanover-township.org).

A copy of the complete job description can be found at [www.hanover-township.org](http://www.hanover-township.org). EOE.

#### **Apple Canyon Lake Property Owners' Association, Management Analyst**

Apple Canyon Lake Property Owners' Association is a resort community in Northwest Illinois comprised of over 2700 properties. The Association manages the facilities and amenities for property owners. This includes: clubhouse, pool (built in 2013), 450-plus acre lake, over 700 boats slips, marina, golf course, pro shop, lake front restaurant, over 7 miles of ATV and off road trails, first responder EMS and security operations, maintenance buildings, campground, and solid waste transfer station.

The Apple Canyon Lake Property Owners' Association is seeking a professional to serve as the Management Analyst within the Maintenance Department. This position's primary responsibilities include: working with the Maintenance Foreman as a co-manager of the Maintenance Department, management and preparation of the Maintenance Department budget, Assisting with development of the maintenance plan/schedule for the Department, Supervise the Maintenance Secretary, project management (research, report writing, data analysis, and follow up); assisting with human resources and budget development/management with the General Manager for the entire Association; and coordinating special events. In addition, this position assists in responding to questions or suggestions from the property owners and board members.

#### **Desired Skills:**

1. Good judgment
2. Time management skills
3. Detail oriented
4. Creative
5. Process driven
6. Skilled in using tact, discretion, initiative, and independent judgment within established procedures, processes and guidelines

#### **Essential Skills:**

1. Effective oral and written communication skills
2. Thorough knowledge of Microsoft Office, especially Microsoft Excel
3. Basic understanding of statistics and data collection
4. Understanding team dynamics
5. Understanding the fundamentals of continuous improvement
6. Knowledge of Zero-Based Budgeting
7. Thorough understanding of internal and external customer service
8. Good sense of humor

The position's essential functions are generally performed within a normal office environment; however, job duties will occasionally result in outside work. Attendance at occasional evening and weekend meetings is required. Applicants should have a Bachelors Degree in Public Administration, Business or related field and a minimum of one to three years of experience with a Master Degree in Public Administration highly desired. The position's anticipated salary range is \$45,000 to \$55,000 depending on qualifications and experience. A benefits package is also offered.

Interested candidates can find more information about Apple Canyon Lake Property Owners' Association at [www.applecanyonlake.org](http://www.applecanyonlake.org). Interested candidates should send a cover letter and resume to: Tim Ridder, General Manager, at [tim.ridder@applecanyonlake.org](mailto:tim.ridder@applecanyonlake.org). The applicant review process will commence on March, 1 2014 and the position will remain open until filled. The Apple Canyon Lake Property Owners' Association is an equal opportunity employer.



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## City/County Management in ILLINOIS

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630-835-6417  
rweaver3333@gmail.com

Kent Leichter  
314 821-8217  
kleichter1@earthlink.net

### 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 e-mailed 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 on the homepage.