



# City/County Management in ILLINOIS

*Strengthening the quality of local governance through professional management*

**October 2013**

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## Calendar of Events

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

October 2, 2013  
**Legacy Project**  
Geneva, IL

October 3, 2013  
**ILCMA Professional Development**  
Lombard, IL

October 3, 2013  
**Metro Manager Luncheon**  
Lombard, IL

October 4, 2013  
**SWICMA**  
Collinsville, IL

October 9, 2013  
**IAMMA**  
Location TBA

October 17 – 19, 2013  
**IML Conference**  
Chicago, IL

October 25, 2013  
**Legacy Project Book Club**  
Itasca, IL

November 6, 2013  
**Legacy Luncheon**  
Buffalo Grove, IL

November 13, 2013  
**IAMMA Professional Development**  
Location TBA

November 21, 2013  
**ILCMA Professional Development**  
Schaumburg, IL

November 21, 2013  
**Metro Manager Luncheon**  
Schaumburg, IL



# President's Column

## Report from the ILCMA Professional Development Committee

By Kevin Barr, Chair and Village Manager in Schiller Park

I am pleased to provide this report regarding the Professional Development Committee's plans for the 2013-14 year. Though many of our daily duties and concerns remain the same, changing conditions are also a fact of our busy lives. This is one reason it is so important to remain aware of the many issues that affect our communities. As always, it is helpful to get together with colleagues to remind ourselves that most of our day-to-day problems, concerns, and opportunities are not unique. It is also nice to get together with colleagues to discuss problems that are unique. It is the Committee's goal to provide these training and educational opportunities as a supplement to the fine programming available at the winter and summer conferences.

In order to promote participation and make it easier and more efficient for our members to participate, we are continuing to work with partners such as the Metro Managers to conduct events on the same days and locations. We are also continuing to work with the Alliance for Innovation, NIU/Center for Governmental Studies and ICMA-U to provide enhanced educational opportunities and control costs.

One area of emphasis over the past year has been to find ways to reach out to ILCMA members who cannot easily attend the sessions. We are pleased with the progress we have made, and are offering a low cost "off-site" internet based alternative for members to view educational sessions. We hope this catches on, while at the same time maintaining attendance at sessions.

The Committee is pleased to announce the following tentative schedule for the upcoming year. Some of these are works in progress, so watch future communications for details.

Date	Topic
October 3	Career Derailers-What Not to Do?
November 21	Medical Marijuana/Concealed Carry—Legislative Update
December 5 Webinar 1:30 p.m.	Managed Competition/Shared Services
January 16, 2014	Joint Procurement/Contracting
January 31	Financial Forecast Forum (w/NIU-CGS)
February 26 Pre Conference	Your Leadership Playbook (ICMA-U)
March 20	Interactive Forum – Innovation
April 17	Trends in Compensation/Performance Evaluation
May	Urban Forests at the Arboretum
June Pre Conference	Resident Engagement (ICMA-U)

ILCMA continues to participate in the CalICMA Coaching Program. The next Coaching Webinar will be held on October 17. The topic is "Managing Human Capital – best practices in hiring, developing, and leading talent." This is a free webinar to all ILCMA members made possible through the ILCMA and CalICMA Coaching partnership. The final webinar for 2013 will be held on November 14. It is titled "Key Skill Sets for the 21st Century – what's changed and how you can respond." In addition to the webinar series, all members can access the Career Compass series at <http://www.ilcma.org/index.aspx?nid=367>.

As you can see, we still have planning work and it is always possible these plans could change, especially if events intervene. It is not too late to provide ideas, so please feel free to contact me or other members of the 2013-14 Professional Development Committee.

The Committee members are:

Kevin Barr, Chairman, Schiller Park  
Dorothy David, Champaign  
Marian Gibson, MIT  
Blaine Wing, Oakbrook  
Greg Stopka, Alliance for Innovation  
Roy Witherow, Lake Zurich  
Randy Recklaus, Clarendon Hills  
Ray Rummel, Elk Grove Village  
Joe Carey, Elk Grove Village  
Sharon Tanner, Glenview  
Naniel Newlon, Downers Grove  
Jack Norton, Oak Park Township  
James Arndt, Effingham  
Moses Amidei, Wadsworth

As always, Dawn Peters' contribution to this process is indispensable.

## What Get Covered Illinois Offers

Comparisons: Consumers have the option to compare plans.  
Easy access: Get Covered Illinois gets consumers to the right place to access plans from the eight insurers offering coverage in Illinois or to determine if they are eligible for low-cost Medicaid programs. Consumers can access through:

- GetCoveredIllinois.gov: Once on the site, a screening tool will guide consumers to the right place to view coverage options and the financial help available to them.
- Help desk: Trained Illinois specialists can take consumers through the website screening process and help them enroll.
- Community organizations: Official partner organizations can give consumers in-person assistance with the website.
- Navigators: In the coming weeks, nearly 1,200 trained specialists will also be available to help Illinois residents understand the plans and how to obtain financial support through government subsidies.

# Who's Who Directory Update

**Michael Braiman**, formerly the assistant village administrator in River Forest, is the new assistant village manager in Wilmette. His new contact information is as follows:

Michael Braiman  
 Assistant Village Manager  
 Village of Wilmette  
 1200 Wilmette Avenue  
 Wilmette, IL 60091  
 Phone: 847-853-7506  
 Email: braimanm@wilmette.com

**Rachel Lange**, formerly a management analyst for Montgomery, has accepted the position of management analyst in Schaumburg. Her new contact information is as follows:

Rachel Lange  
 Management Analyst  
 Village of Schaumburg  
 101 Schaumburg Court  
 Schaumburg, IL 60193-4329  
 Phone: 847-923-4702  
 Fax: 847-923-2455  
 Email: rlange@ci.schaumburg.il.us  
 Website: www.villageofschaumburg.com

**Melissa Steirer**, formerly a management analyst for the village of Lincolnwood, has been appointed as the new city administrator in Geneseo. Her new contact information is as follows:

Melissa Steirer  
 City Administrator  
 City of Geneseo  
 115 South Oakwood Avenue  
 Geneseo, IL 601284  
 Phone: (309) 944-0915  
 Email: msteirer@cityofgeneseo.com

# Welcome New Members!

Lisa Aprati, City of Chicago Heights, Chief of Staff  
 Bruno Bellissimo, Village of Harwood Heights, Municipal Accountant  
 Isabelle Bourgeois, City of Elgin, Administrative Intern  
 Megan Gaw, University of Illinois Chicago, Student  
 Ashley Lucas, Lake County, Management Fellow  
 Youssef Shoukry, Village of Lincolnshire, Administrative Intern  
 Zachary Zalewski, Intern, Downers Grove

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# Celebrating!

## 10 Years

Moses E. Amidei, Village Administrator, Village of Wadsworth  
 Shannon K. Andrews, Assistant Village Administrator,  
 Village of Lake in the Hills  
 Jason M. Bielawski, Assistant Village Administrator,  
 Village of Roselle  
 Anthony W. Griffin, Executive Director, Berwyn Development  
 Corporation  
 Marc P. Huber, MIT  
 Mark Moran, City Administrator, City of Galena  
 Leisa M. Niemojka, Assistant to the Village Manager,  
 Village of Buffalo Grove  
 Carina G. Walters, Assistant City Manager, City of Lake Forest

## 20 Years

Kelly A. Amidei, Assistant Village Administrator,  
 Village of Libertyville  
 Kurt T. Carroll, Village Administrator, Village of New Lenox  
 Michael A. Crotty, Assistant Village Manager,  
 Village of Wheeling  
 Margaret R. Halik, Assistant Village Administrator,  
 Village of Woodridge  
 Lawrence Todd Hileman, Village Manager, Village of Glenview  
 David J. Kilbane, Village Administrator, Village of Round  
 Lake Beach  
 Douglas K. Maxeiner, Interim City Manager, Village of  
 Hampshire  
 Brian P. Murphy, Village Administrator, Village of Plainfield

## 20 Years, cont.

Ghida S. Neukirch, Deputy City Manager, City of Highland Park  
 Scott R. Niehaus, Village Manager, Village of Tinley Park  
 Brian A. Townsend, City Administrator, City Schaumburg  
 F. Patrick Urich, City Manager, City of Peoria  
 Kirk A. Zoellner, Assistant Village Administrator,  
 Village of Mokena

## 25 Years

Kevin S. Barr, Village Manager, Village of Schiller Park  
 James F. Bowden, Village Administrator, Village of Glen Carbon  
 Barry A. Burton, County Administrator, County of Lake  
 David A. Clark, Chief Financial Officer, Village of Glencoe  
 Michael A. Flynn, Assistant Village Administrator,  
 Village of Mundelein  
 David A. Hulseberg, Village Manager, Village of Lombard  
 R. Scott Smith, CPRP, City Manager, City of Charleston  
 Evan Teich, Administrator, Village of Itasca  
 Bryon D. Vana, City Administrator, City of Darien

## 30 Years

Barbara J. Adkins, Deputy City Manager, City of Bloomington  
 Michael G. Bartholomew, City Manager, City of Des Plaines  
 Joseph E. Breinig, Village Manager, Village of Carol Stream  
 James T. Brimberry, City Administrator, City of East Peoria  
 Michael G. Dzugan, Assistant City Manager, City of Wheaton  
 Anton L. Graff, City Administrator, City of Wilmington  
 Michael E. Janonis, Village Manager, Village of Mount Prospect  
 Conrad R. Kiebles, Assistant Village Administrator,  
 Village of Orland Hills  
 David J. Niemeyer, Village Manager, Village of Oak Brook  
 Paul E. Peterson, Village Administrator, Village of South  
 Chicago Heights  
 Kathleen F. Rush, Village Administrator, Village of Woodridge  
 Joe Wade, Assistant Village Manager, Village of Carpentersville  
 Kevin J. Bowens, Village Administrator, Village of Libertyville

## ICMA Breaking into Local Government Guidebook Now Available

For the past two years, Dawn S. Peters, executive director of ILCMA, has been chair of the ICMA Breaking into Local Government Task Force. ICMA identified a need to study this issue due to the record number of professional local government managers retiring, thereby creating a gap in the talent pool to fill these chief administrative officer positions. In order to help fill this gap, the ICMA Task Force has created this Guide to provide resources for those looking to “break into local government” as a mid-career move. This Guide features case studies that highlight the non-traditional career paths of various ICMA members including the transition from the private sector, federal or state government, and military as well as a number of resources that are available to help ease the transition into professional local government management. You can download the guide at <http://www.icma.org/breakingintolg>.

## 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.

### Top Ten Interview Blunders (They are all Fixable!)

By Heidi Voorhees

President/Owner Voorhees Associates and Co-Owner GovTempsUSA

I've had the opportunity to observe at least 1,000 interviews in my career as an executive recruiter. I find it very distressing when I see a qualified candidate not get a job due to an interview misstep. Here are some of the most common missteps I've seen.

**1. Poor Initial Impression** – Candidates must shake hands with every interviewer (firm, not crushing and definitely not limp), make eye contact, and smile when entering the room. Remember that elected officials or other hiring authorities are picturing you circulating in their community. They want to know that you can project a welcoming demeanor.

**2. Appearance Issues** – Be sure to wear a suit that fits you. If you have gained or lost weight, invest in a new suit. Do you need a haircut that projects a groomed, professional image? Also, be aware of any nervous habits you have that may creep into an interview. These can include your leg shaking under the table, saying "um" frequently, turning red – some of these are not controllable. If you are aware of them, though, you might be able to take steps to counteract them in advance of the interview.

**3. Dated Language** – Under no circumstances should a candidate say "girls in the office". For professional purposes, females over the age of 18 are not ladies, girls or gals – they are women. Failure to make this transition indicates you are not "current" in your perspective of women in the workplace. Other phrases such as "data processing" can also project a dated image.

**4. Failure to Answer the Question** – Answer each question directly, give an example to support your answer, and conclude. If you have to ask if you answered the question, you probably have not. If you are unsure, you could say "can I provide you with another example?"

**5. Longwinded Answers** – You must strike a balance between being succinct and getting your story out. If the recruiter or one of the interviewers brings up time constraints and the need to focus your answers, pay attention to this! You can still salvage the interview, if you heed the warning.

**6. Inability to Convey Your Accomplishments** – Clients have said to me that I did a better job of outlining a candidate's accomplishments than the candidate did. This is not good. You have to be able to convey your accomplishments. Make a few notes on a notepad in your portfolio (you must bring one to an interview) of key points you want to make – no matter what. If you have not had the opportunity to make all of your points, ask for a chance at the end of the interview to make a brief closing comment and then indicate you "have these other experiences you believe may be compatible with their community..." We all have had the experience of walking out of a presentation and thinking of what we should have said. If that happens and you feel the omission is significant, follow up with an email or letter.

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Heidi J. Voorhees, President  
HVoorhees@VoorheesAssociates.com  
847-580-4246

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**7. Failure to Prepare** – Do your research on the community. Read the materials on their website, watch Board meetings (if they are available on the website), visit the community if at all possible, and then include some of your observations in your answers. Also, practice answering questions you think might be asked. You do not want to sound rehearsed, but this will help you focus your answers on key points you want to make. Also, preparation includes being sure your social media presence is what employers will find acceptable. Check your public Facebook page and twitter comments. More and more candidates are not advancing due to social media missteps.

**8. Use of the Word "Retire"** – Do not say this word in an interview if at all possible. Elected officials are very nervous about seasoned managers looking for a "retirement job" (like there are any of those in city management!). Phrases such as "staying here until I retire," or "I can retire from my current job and move to your state" or "I have one more move left in me" are not what elected officials want to hear. They want you to be excited about coming to their community. You can say that you have family in the area and have had the opportunity to get to know the community. I would avoid saying that you have aging parents nearby and want to move closer. That can come out later, but communities want you to want them.

**9. Failure to Ask Thoughtful Questions** – If given the opportunity to ask one or two questions, do so! If you are not given the opportunity, ask the interviewers if you can ask a question. Be sure to come prepared to ask questions that reflect research you've done on the community.

**10. Failure to Exhibit Energy** – This is the biggest misstep of all. You need to show your passion for the community and for public service. To quote my friend and colleague Greg Kuhn: This is not a budget hearing. You need to smile, lean forward with your forearms on the table, and engage the group with your answers. Then, if you want the job, ask for it! Good luck!

## 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.

### Performance Contracting Leveraging Existing Facilities and Systems to Fund Improvement Projects

By Michele James, CTS Group

#### Challenges

Local government leaders face reduced budgets, aging facilities and infrastructure, rising energy costs and stagnant tax revenues which undermine facility improvement. Buildings - and the systems that keep them running (HVAC -heating, ventilation, air conditioning, lighting, building controls, water, fire, security) - are aging. In addition, water and wastewater systems are overloaded, aging and often inefficient. Cities find themselves trapped in a vicious cycle where reduced maintenance budgets put additional stress on already aging equipment, causing equipment to break down more frequently and run less efficiently. This cycle costs more to respond to "break and fix" repairs, wasting money from budgets that have no room for waste, and representing the most expensive way to replace equipment—on an emergency basis.

While the reasons for delaying projects vary, most energy efficiency projects stall due to one or a combination of the following perceived barriers:

- Lack of money.
- Equipment improvements must be paid for from the capital budget.
- Paying lower interest (by floating bonds) or no interest (by delaying the project and planning it into future budgets) saves more money and, therefore, is in the best interest of our organization.
- Taxes or fees will have to be increased to pay for these improvements.
- Lack of time or personnel to design and plan the projects.
- Lack of internal expertise to implement the projects.
- Lack of "political will" within the decision making process.

Some of these barriers may sound familiar, but many of them can be addressed through Performance Contracting.

#### Solution: Performance Contracting

Performance Contracting is an alternative procurement method in which energy and operational savings derived from an improvement project are redirected to pay for the improvement project over a course of several years. Also called a guaranteed energy savings contract, it is an effective and proven procurement method to upgrade public facilities without the use of capital funds.

Under a Performance Contract, upgrades to facilities and infrastructure systems are bundled together into one comprehensive project that provides a customized solution designed specifically to meet the customer's needs. By entering into a Performance Contract with an Energy Services Company (ESCO), local governments can reduce their energy and operational costs by an average of 30 percent without spending a dollar from their operating budgets.

#### Guaranteed Savings:

The savings are realized through the implementation of various energy and operational conservation measures (ECMs) that may include: HVAC systems; building controls systems; geothermal and solar systems; lighting retrofits; building envelope improvements; roofing; waste management; water conservation; automated meter reading systems; water and waste water plant systems.

The ESCO evaluates, designs, and installs a customized package



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- / Provide safe, comfortable and productive environments
- / Guaranteed price, savings and performance

of infrastructure upgrades. The ESCO provides a written guarantee of the amount of energy savings to be achieved and assumes the risk of performance. Following completion of the project, a detailed energy audit is performed following industry accepted guidelines. If the audit shows that the guarantee has not been met, the ESCO pays the difference.

#### Ensuring Results:

Since the ESCO assumes the risk for performance by guaranteeing the energy and operational savings to the owner, ESCO's take great care to ensure that the performance contract will deliver results. Detailed existing facility and system assessments are performed and energy usage levels are established to clearly define the baseline performance parameters. Once in place, the ESCO then develops available options and life cycle costs for various infrastructure and system improvements. The result is a customized improvement project specific to the customer's needs with established guaranteed savings which will be used to fund the project. Throughout the term of the project, measurement and verification (M&V) processes will measure energy usage and verify savings to ensure the project is a success.

#### Conclusion:

Performance Contracts are an excellent solution for local governments which do not have capital or the expertise to identify and implement energy-saving and sustainable improvement measures.

By working with the right ESCO, local governments can develop and achieve much needed facility and system improvements, reduce energy and operational costs, demonstrate good stewardship to the community with financial responsibility, and reduce their carbon footprint.

The Village of Homewood recently utilized a Performance Contract with the CTS Group to replace their aging heating, ventilating air conditioning system (HVAC) serving the Public Safety Building. The 30 year Life Cycle Evaluation performed by the CTS group resulted in choosing a geothermal heating and cooling system as the most effective and cost efficient solution for the upgrades resulting in over \$606,000 in savings. Additional grants secured by CTS Group of \$103,300 helped to fund the project.

It is estimated that the geothermal system at the Public Safety Building will prevent 39 metric tons of CO2 from entering the atmosphere each year resulting in the following CO2 emissions equivalents.

## IACA Announces New Board Members

The Illinois Association of County Administrators met on September 6, 2013 at the DeKalb County Legislative Building for their quarterly meeting. At the meeting, Ken Terrinoni, Boone County, was selected as the new president of IACA. Ryan Waller, Lake County, was selected to be vice president. Adam Lehman will remain treasurer and Deb Busey will remain secretary. The group thanked Peter Austin who had served as president of the group for just over four years.

### President

Ken Terrinoni  
County Administrator  
Boone County  
1212 Logan Avenue  
Belvidere, IL 61008  
815-547-4770 Fax: 815-547-3379  
Email: ktboone@bonecountyil.org

### Vice President

Ryan Waller  
Assistant County Administrator  
Lake County  
18 North County Street, 9th Floor  
Waukegan, IL 60085  
847-377-2232  
Email: rwaller@lakecountyil.gov

### Treasurer

Adam Lehmann  
Assistant to the County Administrator  
McHenry County  
2200 N. Seminary Avenue  
Woodstock, IL 60098  
815-334-0309 Fax: 815-338-3991  
Email: aflehmann@co.mchenry.il.us

### Secretary

Deb Busey  
County Administrator  
Champaign County  
1776 E. Washington St.  
Urbana, IL 61802  
217-384-3776 Fax: 217-384-3896  
Email: dbusey@co.champaign.il.us

### Past President

Peter Austin  
County Administrator  
McHenry County  
2200 N. Seminary Ave.  
McHenry, IL 60098  
815-338-4226 Fax: 815-338-3991  
Email: pbaustin@co.mchenry.il.us

## ILCMA Endorses Sue Stanish for IMRF Board

ILCMA has endorsed Sue Stanish, Finance Director/Treasurer for the Naperville Park District, as a candidate for IMRF Executive Board Trustee. Sue has been employed with the Naperville Park District for three years. Previously she served as Director of Finance with the Village of Willowbrook for thirteen years and the Accounting Manager for the City of Naperville for five years. ILCMA continues its effort to elect someone who has an understanding of local government finance issues through this endorsement.

City managers and administrators please note the following dates and ask your Authorized Agent to vote for Sue in the upcoming election:

October 17 - Ballots for the executive trustee election will be mailed to authorized agents.

December 12 - Last day voted ballots for the executive trustee will be accepted.

## ILCMA Members Appointed to ICMA 2013-2014 Committees

Bob Kiely, City Manager, Lake Forest, will continue to represent the Midwest Region as a Vice-President on the ICMA Board. The following ILCMA members have been appointed to serve on ICMA Committees for the upcoming year:

### NEW GROUPS

*Task Force to Update the Job Hunting Handbook*  
Committee Member:  
Cole S. O'Donnell, East Moline

### ONGOING GROUPS

*Awards Evaluation Panel*  
Committee Chair:  
Katy Rush, Woodridge

### *Conference Evaluation Committee*

Committee Members:  
Timothy A. Gleason, Washington; David Niemeyer, Oak Brook;  
Mell Smigielski Mahomet; Jeffrey Weckbach, Yorkville

### *Conference Planning Committee*

Committee Members:  
Joseph Breinig, Carol Stream; Barry Burton, Lake County;  
Philip Kiraly, Northbrook; Maria Lasday, Bannockburn; Jeffrey Weckbach, Yorkville

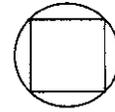
### *Knowledge Network Advisory Board*

ICMA Executive Board Liaison:  
Robert R. Kiely, Jr., Lake Forest

### *Sustainable Communities Advisory Committee*

Committee Members:  
William R. Beith, Gilberts; Jeffrey Weckbach, Yorkville

# Metro Managers



## October Luncheon

### What Every Municipal Administrator and Police Chief Must Know ~ Mass Shooter Training: Coming to a School near You

The State of Illinois now mandates mass violence training in your schools. This training is extremely important and it will involve your entire community.

Our program will begin to prepare you for the worst. Consider what will happen during a mass violence crisis: the need to address community fear and rumors, rescue the victims, address the media, and assist the emotional needs of families, staff, and supporters.

Longer term, consider the development of policies on memorials and even plan to address curiosity seekers, television documentaries, and book authors flocking to your communities.

If these events are handled properly, your reputation will be maintained and future crisis will be mitigated. However, advance planning is a must and it will start by collaborating with your schools.

Join Elk Grove Police Chief **Stephen F. Schmidt**, Chairman of the Illinois Chiefs of Police Homeland Security Committee, as we explore these important topics.

*We recommend bringing your Chief of Police to this event.*

**DATE:** Thursday, October 3, 2013

**TIME:** 11:30 a.m. networking – 12:00 p.m. luncheon

**LOCATION:** Harry Caray's Restaurant  
70 Yorktown Center  
Lombard, Illinois

**COST:** **\$25.00** check or cash payable at the door (Interns & MITs are Free). Additional \$5 charge for invoicing the cost of the luncheon.  
**\$50** if also attending the *ILCMA Professional Development Event: Career Derailers*

**RSVP:** **By September 27** at <http://www.ilcma.org/forms.aspx?FID=79>  
or to Alex Galindo at [agalindo@niu.edu](mailto:agalindo@niu.edu) or (815) 753-5424.

*Cancellations must be made by September 27.  
Any cancellations after that date will require full payment for the luncheon*



### Help IML Make History By Attending the 100th Annual Conference

*By Joe McCoy, Legislative Director, IML and Sue McLaughlin, City Administrator, Lincoln*

The IML Annual Conference is rapidly approaching and this year's conference will be a special occasion as the IML celebrates 100 years of dedicated service to Illinois cities, villages, and towns. The 2013 conference will be held from October 17-19 at the Chicago Hilton. City managers and administrators are encouraged to attend and avail themselves of the rich educational and professional networking opportunities the conference provides.

Two different registration packages are available to meet the needs and schedules of attendees. The best value by far is the \$295 total conference package. This option permits you to choose from over 60 informative breakout sessions, as well as attend two receptions, a Saturday luncheon, and the closing banquet on Saturday evening. If you just can't get away for three days, one day registration options are available for \$150. These one day registrations are a great way for time-strapped municipal managers to experience the conference and attend the sessions they find most interesting. Register for the conference online at <http://conference.Impl.org/>.

The conference program has a multitude of offerings that will be of interest to municipal managers and administrators. The conference program can be viewed using the conference registration link. The IML Managers Committee was involved in developing two sessions and a networking opportunity. These are as follows:

- Reducing Your PSEBA Obligations
- Great Times = Great Results: Mayors and Managers Working Together for Their Communities
- Managers Networking Session

For the second consecutive year, the IML is offering a free app to enrich your conference experience. The app will allow you to view the session schedule, moderators, speakers, exhibitors, sponsors, and maps of the hotel and surrounding area. You can also personalize the conference program by creating your own schedule. Another great feature of the app is the official IML Conference Twitter feed. Twitter will allow you to stay on top of what is happening and participate in a running dialogue with other conference attendees and IML staff. The app is currently available in the Apple App Store for your Apple device or through Google Play for your Android device. Just search for "Illinois Municipal League." You can also view the app on your Windows Phone or using a browser by visiting [app.Impl.org](http://app.Impl.org).

We hope to see you at the IML Annual Conference. Please join the IML in celebrating 100 years of dedicated service to Illinois municipalities. It's quite an achievement. Be a part of history!

# Legacy Project

Advancing Women In Local Government

## 4th Quarter 2013 Upcoming Luncheons

*Brown Bag (bring your own)  
Program begins at 11:30 a.m.*

### October 2, 2013

Geneva City Hall  
22 South First Street, Geneva

### November 6, 2013

Buffalo Grove Village Hall  
50 Raupp Blvd., Buffalo Grove

### December 4, 2013

Woodridge Village Hall  
5 Plaza Drive, Woodridge

Luncheons are held on the first Wednesday of each month—starting at 11:30 a.m. and ending promptly at 1:00 p.m.

Please join us for interactive discussion on topics of particular interest to women working at all levels of local government.

#### RSVP to:

Leslie Davies  
ldavies@vil.woodridge.il.us or  
(630) 719-4706

## Dealing With Elected Officials

Facilitated By: The Attorneys  
at Clark Baird Smith, LLP

**October Luncheon:** Lisa Callaway  
**November Luncheon:** Yvette Heintzelman  
**December Luncheon:** TBA

**Come and share with other attendees how you have addressed, avoided, or fallen into some of the following situations:**

#### How do you deal with an elected official who:

1. Thinks they should be at the bargaining table?
2. Continuously monopolizes the conversation at meetings?
3. Makes inappropriate jokes/comments in public?
4. Talks to the press about executive meeting topics?
5. Thinks they are the Village Manager?

How do you tap into an elected official's expertise and get them to advocate on behalf of your staff?

How do you stay visibly neutral but get things gone in a highly politicized environment?

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## Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

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**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.)

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gseefeldt@hughes.net  
712-269-0700

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

David Strohl  
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309-266-7135  
Cell: 309-253-3923

David Nord  
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815-978-3606

Kathy Katz  
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## Midwest Leadership Institute

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### Approach

Successful professional local government leadership requires knowledge and a skill set centered on the ability to understand individual and organizational behavior. The Midwest Leadership Institute was developed to equip participants with the leadership skills needed to drive for results in the increasingly complex world of local government. The Institute is an intensive six-day program, broken into two sections, one with an internal self focus and one with external organizational focus. The Institute provides the fundamental requirements for leading people in a world with many personalities, competing personal interests, endless news cycles, social media, “gotcha” blogs and few things that are black and white. The Institute customizes learning to individual needs. Participants will leave the Institute having developed essential leadership skills and will have a greater understanding of when and how to use those skills. Participants will learn how to apply interpersonal concepts (from medicine and psychiatry) to real local government challenges.

### Curriculum

Getting wins, big and small, in the public sector requires a deep understanding of interpersonal leadership. The Chinese proverb and curse, “May you live in interesting times”, has never been more true. We have entered what Nicolo Machiavelli called “A New Order of Things” which requires leaders to know:

How to manage OTHERS (*November 5-8, 2013*) by:

- Strengthening one’s ability to manage uncivil discourse
- Resolving conflict
- Building a working alliance
- Leading with character and be a source of inspiration
- Mastering the judgment triangle
- Understanding power and influence

How to manage YOURSELF (*April 2-4, 2014*) by:

- Understanding emotions and build exceptional emotional and psychological stability
- Developing brain speed and flexibility of mind, the ability to think faster and more efficiently and thus act more decisively at the proper time
- Self reflecting
- Managing challenges to balancing work, family, and self

### Instructors

The program is presented by a cross-disciplinary team of leading local government practitioners and experts in executive coaching and leadership development:

- 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

The Academy is held at Northern Illinois University’s Naperville campus, 1120 East Diehl Road, Naperville, IL on November 5-8, 2013 and April 2-4, 2014.

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 six day program is \$2,000 and includes course materials, continental breakfast, two breaks, and lunch all six days and dinner on November 7 and April 3. The cost for the November 5-8 session (How to manage OTHERS) is \$1200. The cost for the April 2-4 session (How to manage YOURSELF) is \$900. There is a \$100 discount if you sign up for both at the same time.

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

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## Revealing Ted Gaebler's Most Important Secret

by Troy Holt, Communications and Legislative Affairs Manager, Rancho Cordova, CA

Reinventing Government co-author Ted Gaebler is a man with many secrets. Of course, he will share them with you if you listen carefully. Read on and I will reveal what I think is his most important secret.

I have had the privilege of working for Ted for the past six years in the City of Rancho Cordova, California. It has been an incredible life-changing experience. My career, and more importantly my perspective about working in government, has improved dramatically during my time with him. That time has been all too short. I am writing this during the same week in which I issued the news release about Ted's formal retirement announcement. I have only six precious months left to learn directly from him in a daily operational setting.

Ted's mission for 50 years has been the improvement of governments peacefully and from within. This mission tackles surface issues such as the enhancement of processes and procedures, but also extends much deeper – to each individual team member. Ted challenges his employees, he mentors them, and most importantly, he inspires them.

Ted reinvigorated my attitude toward working in the public sector. Before coming to work for Ted, I spent nearly two decades in public service (including police, public works, labor relations, risk management, legislative affairs, transportation and communications). I was a broken, unhappy, careerist government employee who had too many years in the system to walk away.

My experience immediately prior to working for Ted nearly extinguished my desire to serve in the public sector. I worked for an agency that was largely dysfunctional, cared little for its employees, and served a public that was just as disgruntled and angry as my coworkers. Every day, I was either a hammer or an anvil. I had come to see government work as meaningless; slaving for a general public that was apathetic at best and hostile at worst toward public employees. Ted turned my attitude around and showed me that it is possible to enjoy working in government while improving both how agencies operate and how the public perceives them.

In presentations, especially those for his peer city managers, Ted often talks about the "inside secrets" of his profession. I will leave most of those for Ted himself to tell you about, but I will reveal the one that I think is the key to his success. The secret is that he genuinely cares about the people in his organization. While he holds them to a high performance expectation, and pushes them beyond their self-perceived limits, he is deeply concerned about their personal growth, their families, and their progress as individuals. He understands that his team members in the organization are his most important asset.

continued on next page

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Ted encouraged me to complete a Master of Public Administration. He was supportive and reassuring during those two long years of both working full time and juggling academic classes and assignments. I learned to appreciate Ted in new ways, as his book Reinventing Government was used in several of my classes. In my university papers, I was able to tell the real-life story of government reinvention because it was unfolding in front of me on a daily basis.

After finishing my MPA, Ted supported my attendance of the Harvard Kennedy School of Government's Senior Executives in State and Local Government program. He allowed me the time to spend away from work to become a full time student at Harvard. The experience created exactly the type of life-changing transformation for which Ted urges employees to strive. Ted has not only inspired me to work toward being a city manager, but also to finish a PhD for a second career in researching and teaching about the improvement of public sector agencies through the lens of creating great organizational cultures – not usually an area of concentration or concern in the public sector.

Ted expertly nurtures the organizational culture of his agency. He has crafted a culture that is saturated with collaboration, communication and cooperation. Ted feels it is important to build a culture where many people are capable of being presenters and thinkers. He uses tools such as matrix teams to grow capacity among staff and prepare them for higher level management responsibilities. Ted places a premium on good ideas, which he believes can come from any source.

Ted believes in "mining the minds" of his employees. The antithesis of Ted's methods is illustrated in a popular Jack Welch story. A worker at General Electric once told Welch, "For twenty years you've been paying me for my hands - the whole time, you could have had my mind for free!" By contrast, Ted conducts an "Office of New Ideas" to engage employees at every level in the organization.

The matrix teams that Ted encourages foster a culture of self-discipline, empowerment, and a motivation to proactively take leadership roles. I interviewed Ted while working on my MPA thesis, and he said, "Matrix teams are very honoring of the human beings inside an organization. People liked to be asked to help. They like to be working out of class. They like to be asked for the brains rather than their brawn. They like to work with their co-workers, rather than in isolation. People want to collaborate." While many leaders see only the production value of matrix teams, Ted sees the human value of them.

Do Ted's methods work? Don't take my word for it...decide for yourself. In the first ten years of cityhood (with Ted as the only city manager), his methods of reinvention, entrepreneurial government, and creation of a great employee culture resulted in \$400 million in local dollars kept in Rancho Cordova and the securing of \$25 million in federal funding, while making infrastructure improvements and enhancements in service. The city is financially stable, garnering a budget surplus every year since incorporation. There have been \$1.4 billion in commercial, retail, residential, and other investments. Neighborhoods have been dramatically improved through aggressive, yet collaborative, code enforcement. None of the founding City Council Members have ever lost a bid for reelection.

Direct results of having a great employee culture include being the first local government agency to be named a Fortune Great Place to Work. There has not been a single employee grievance in ten years. Employee turnover is extremely rare. Unions have tried, but failed, to gain a foothold in the organization. Ted ensures that employees receive equal or better treatment than they would have with union representation.

continued on next page

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I encourage you to seek out an opportunity to hear Ted speak. He will talk about brilliant ways to improve government agencies from within. He will tell you how we have used the Broker, Facilitator, Catalyst, and Educator philosophy to leverage the power, passion, and resources in the private sector, the non-profit sector and our citizens. His methods are innovative, imaginative and entrepreneurial.

So now you know the most important secret to his success – he truly cares about those on his team and leaves them better educated, better stewards of the public trust, more articulate in the methods of peacefully improving government from within, and reinvigorated in their desire to improve the communities in which they work.

That is truly reinventing government.

Author: Troy Holt, MPA, has twenty-four years of public agency management experience in departments ranging from Police, Public Works, Transportation, Administrative Services and the City Manager's Office. He is currently the Communications and Legislative Affairs Manager for the City of Rancho Cordova, CA, the first local government agency to earn the distinction as a Fortune Great Place to Work. He can be reached via email at [tholt@cityofranhocordova.org](mailto:tholt@cityofranhocordova.org).

**About**

ILCMA and the Alliance for Innovation are partnered in efforts to provide members of both organizations exposure to national innovations along with sharing the innovative initiatives and projects of IL local governments.

The Alliance is a network of local governments driving innovation throughout their organizations. You can learn more about the Alliance for Innovation and or the joint Alliance and ICMA Knowledge Network at [www.transformgov.org](http://www.transformgov.org) or contact our Regional Director, Greg Stopka at [gstopka@transformgov.org](mailto:gstopka@transformgov.org).

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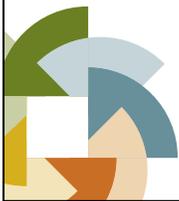
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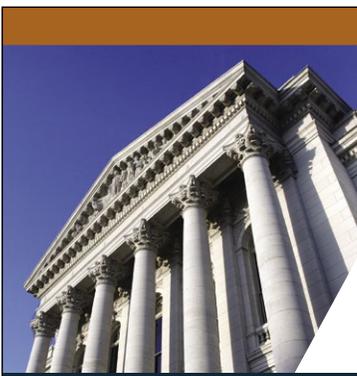
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### City of St. Charles, Special Services Division Manager

#### Job Description

This position is responsible for planning, coordinating, and supervising the operations of the Special Services Division of Public Works. The primary responsibility is to provide contract and project management for the maintenance of City buildings, facilities, and public spaces. This includes the procurement of maintenance and construction agreements/contracts for a variety of services to include but not limited to landscape, tree, concrete, masonry, doors & windows, roofing, mechanical, plumbing, electrical, specialty and janitorial. Will establish and maintain strong working relationships with vendors. Responsible for documents, work orders, preventative maintenance schedules, and tracking of work utilizing various software programs. Will work directly with staff to schedule, plan, and manage the activities of the facilities, buildings and grounds maintenance. Responsible for responding to citizen and employee inquiries regarding facilities maintenance concerns.

Shared responsibilities of this position and the Construction Services Division Manager are construction, maintenance, inspection, testing, and repair of the City's streets, storm sewers, alleys, curbs/gutters, sidewalks, right of ways, and signage, as well as special events, urban forestry, and the snow removal program.

#### Requirements

Applicants must possess a Bachelor's degree in construction management, project management, architecture, engineering, facilities management or another closely related field. A minimum of eight (8) years of Public Works or construction management experience, as well as five (5) years supervisory experience is required. Knowledge of project management techniques, facilities management, street maintenance and repair, OSHA, IDOT, and ANSI standards are also required.

Must possess the ability to take initiative, and exercise professional, independent judgment to plan work, formulate recommendations and make sound decisions. Exceptional oral and written communication skills, to build rapport with co-workers, contractors, management, elected officials, and the public are essential. Strong computer skills with Word, Excel, and Microsoft Project or another project management software program are required. Preferred experience with Lotus Notes, Net Facilities or similar facilities management software, Tree Keeper, and Lawson.

Applicants must be able to work under varying environmental conditions and lift up to 50 pounds. In addition, applicants must be able and willing to respond to emergency calls twenty-four (24) hours a day, seven (7) days a week, carry a wireless



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Internal Applicants must thoroughly complete an Internal Employment Application by October 13, 2013. The Internal Employment Application is available on the iNet or from the Human Resources office.

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

Residency Boundaries: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to 188, continuing easterly along 188 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.

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#### Village of Oak Park, Human Resources Director

Oak Park, Illinois (population 53,000). Exciting opportunity in a progressive independent suburban community located nine miles west of downtown Chicago. It is a fully developed, four-square mile, mature, historically significant, multi-cultural community. The Human Resources Director reports directly to the Village Manager and directs the HR Department in providing human resource services to a staff of 373 employees. Further information about the Village is available on their web site at [www.oak-park.us](http://www.oak-park.us). Bachelor's degree in human resource management, industrial psychology, business or public administration or related discipline required along with extensive progressively responsible management experience. SPHR certification, Master's Degree or Law Degree is desirable. A combination of education and extensive human resource experience will be considered. Exceptional interpersonal skills, labor relations, strong organizational leadership, independent judgment, strategic planning, budget and management skills, and motivational skills essential. Starting salary is \$115,000 +/- DOQ. The Village provides an excellent benefit package. Additional position information is available at [www.voorheesassociates.com](http://www.voorheesassociates.com). Submit résumé, cover letter with salary history and five references to our online application system by October 18, 2013 to Gregory F. Ford, Vice President, Voorhees Associates LLC, [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). TEL: 847/580-4246; An Equal Opportunity Employer.

#### Village of Lake in the Hills, Deputy Director of Public Works

The Village of Lake in the Hills welcomes applications for the position of Deputy Director of Public Works. Responsible for the provision of well-maintained streets, potable water and the preservation of thirty-two parks and associated facilities for residents and businesses alike, the Public Works Department dedicates significant resources and the tireless efforts of a very talented staff to our community. Dynamic leaders with proven expertise in Public Works management are invited to apply.

Responsible for assisting in the comprehensive oversight of the Public Works Department, this individual has supervision of the daily operations of three divisions: Streets, Water and Public Properties. This position demands confidence in the field as well as competence in a professional setting; we seek an intrinsically motivated, brave, and bright personality.

The incumbent in this position could anticipate involvement in the oversight of a \$900,000 water main replacement program as well as the opportunity to drive the expansion of in-house pavement maintenance programs. Beyond technical competence, this individual will have the strategic skill set to guide the continual improvement of maintenance processes through the use of technology.

Applicants with a bachelor's degree in a relevant field and a minimum of six years experience in a Public Works management capacity are ideal candidates. A valid Class "D" Driver's license is required.

The Village of Lake in the Hills is committed to providing premier service to our community, and to our team. We offer a comprehensive and competitive benefit plan which includes generous company contributions to medical, dental, vision, and

life insurances. As an Illinois Municipal Retirement Fund employer, we are dedicated to helping employees prepare for their futures. Training and development opportunities as well as challenging project assignments offer professional growth while paid vacation, personal, sick and holiday time compliment the work-life balance we insist upon.

This full-time, exempt position has a starting salary range \$92,000 to \$98,000, DOQ.

Applications for this opportunity will be accepted online at [www.lith.org](http://www.lith.org) through October 6, 2013.

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

#### **Village of Oak Park, Community and Economic Development Director**

Oak Park, Illinois (population 53,000). Exciting opportunity in a progressive independent suburban community located nine miles west of downtown Chicago. Oak Park is a fully developed, four-square mile, mature, historically significant, multi-cultural community. The Director of Community and Economic Development reports to the Village Manager and is responsible for the leadership of the Village's economic development and community development programs. The Community and Economic Development department is a newly created department comprised of 34 full time positions in four divisions: Planning, Building and Property Standards, Housing and Business Services. Further information about the Village is available on their web site at [www.oak-park.us](http://www.oak-park.us). Bachelor's degree in urban planning, public policy, business administration or related discipline required along with extensive progressively responsible management experience. AICP, IEDC certification and/or Master's Degree desirable. Exceptional interpersonal skills, demonstrable success in economic development and effective leadership of planning and community development programs essential. Starting salary is \$135,000 +/- DOQ. The Village provides an excellent benefit package. Residency is not required. Additional position information is available at [www.voorheesassociates.com](http://www.voorheesassociates.com). Submit résumé, cover letter with salary history and five references to our online application system to Heidi Voorhees, President, Voorhees Associates LLC, [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). The first review of resumes will begin October 11, 2013. TEL: 847/580-4246; An Equal Opportunity Employer. Calumet City, Economic Development Director

Calumet City, IL (pop. 37,000) Calumet City is an historic, diverse community that serves as a regional destination for shopping and business activity in the southern suburbs of Chicago. In addition to the River Oaks Center Mall which is home to more than 100 retail businesses, Calumet City has growing and successful light manufacturing industries, restaurants and numerous small businesses.

Calumet City is located 19 miles from Chicago's downtown and is immediately southeast of Chicago. Calumet City borders Indiana and is immediately north of Lansing, Illinois. Its major commercial areas include Torrence Avenue (Route 6) where River Oaks Center is located and Sibley Avenue which is home to numerous smaller shopping areas.



The Economic Development Director will be responsible for the recruitment, retention and expansion of business in Calumet City.

Ideal candidates will have demonstrated, successful experience in economic development in the south suburbs in the past five years; candidate must also possess the following skills: redevelopment, marketing, the administration of county, state and federal technical assistance programs, and the development of collaborative relationships with the business community and other stakeholders.

An ability to negotiate and close deals and to work with elected officials as well as state and regional development agencies is essential. A bachelor's degree in business, marketing, planning, economic development or related field and 5-10 years of increasingly responsible economic development leadership experience are required; possession of a real estate license and/or an advanced degree in business, public administration or related field is a plus.

Starting salary range is \$95,000 +/-, DOQ. The City will consider a contractual relationship or status as a city employee. Apply on line with cover letter, and contact information for five professional references at once but no later than October 11 to [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions) to the attention of Heidi Voorhees, President, Voorhees Associates. Electronic Submission Preferred. Tel: 847-580-4246.

#### **City of Rock Island, Municipal Services Superintendent, Public Works**

This is advanced professional, supervisory and administrative work in planning, organizing, and conducting a wide range of maintenance and improvement activities related to public works administration. Work involves responsibility for scheduling and planning repair and maintenance projects, coordinating work assignments, supervising and inspecting work related to City street maintenance, snow and ice control, levee maintenance, electrical maintenance, utility locates, GIS data collection, sanitation, utility distribution and collection system maintenance and other related construction projects. The incumbent manages projects to ensure that work is performed safely, efficiently, and effectively, in accordance with standard public works practices and procedures. Work is performed under the general direction of the Director of Public Works. Bachelors degree in Civil Engineering, Public or Business Administration, Urban Planning supplemented by a minimum of six (6) years of relevant training and experience is required. A masters degree in Public Administration or Business Administration is preferred. An equivalent amount of training, education, and

experience may be substituted for the minimum requirements. Possession of a valid Illinois Class D vehicle operator's license, or equivalent license issued by the employee's state of residence. Salary range is \$58,999 - \$91,524 and hours are full time. Must pass a physical, background check and substance screening. Selected candidate must meet residency requirement, which includes a 10 mile radius on the Illinois side of the Quad Cities, within one year of hire date. In order to be considered for the position you must apply online at [www.rigov.org](http://www.rigov.org). Applications will be accepted continuously. EOE  
City of Highwood, Public Works Superintendent

#### **City of Highwood, Public Works Superintendent**

This full time position oversees the operations of the Public Works Department and serves as a hands-on working supervisor for a crew of 4 full time employees. The Public Works Superintendent is responsible for planning, organizing, prioritizing, directing, reviewing, administering the operations and activities of the Public Works Department which include overall maintenance & repair of streets, water / sanitary sewer infrastructure, storm sewer systems and public buildings & grounds. In addition, the department is responsible for snow removal, community beautification, street lighting, forestry, capital project coordination, related work as required and special projects as assigned.

The successful candidate will be a blend of field experience and administrative capabilities. This candidate will possess a thorough knowledge of the principles, methods, materials and equipment used in the construction, maintenance and repair of water & sanitary sewer infrastructure, street, and storm sewers along with excellent organizational skills, ability to manage employees, oversee budgets, prepare reports, manage capital projects, administer contracts and communicate effectively both orally and in writing. Beyond technical competencies, the preferred candidate will possess a fair and professional demeanor, be able to self-initiate and have the strategic skill set to make recommendations to streamline current department processes and operations for efficiency, productivity, safety and in accordance with standard public works practices and procedures.

Qualified candidates must: i) be at least 18 years of age ii) hold a high school diploma or equivalent, iii) have a valid driver's license (CDL preferred), and iv) have a minimum five years supervisory experience in municipal public works or similar organization. Salary is DOQ plus benefits.

Qualified candidates interested in this position shall send a completed City of Highwood application along with a cover letter, resume, copies of any relevant certifications and a list of references to City Manager Scott Hartman, City of Highwood, 17 Highwood Avenue, Highwood Illinois 60040 or email to [scott.hartman@cityofhighwood.org](mailto:scott.hartman@cityofhighwood.org). NO PHONE CALLS PLEASE. Applications will be accepted until position is filled. Selected finalist will be required to pass a pre-employment criminal background check and medical physical with a drug / alcohol prescreen.

The City of Highwood is an equal opportunity employer.

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

Lincolnshire, IL (population 7,500) The Village of Lincolnshire seeks highly qualified, experienced, and innovative public works professional to lead its Public Works Department (26.25 FTE). The Village of Lincolnshire is located 34 miles north of downtown Chicago in Lake County and is one of the area's premier suburbs with excellent schools, generous open spaces, a vibrant business community, winding roads and luxurious homes. The Public Works Department includes the operation of public works, engineering, parks maintenance, water distribution and facility maintenance. This position is responsible for administering and supervising all aspects of the Public Works Department. The position provides advice and direction on Public Works matters to the Village Manager, Village Board, Village Departments and the public as well as to other governmental agencies.

Successful candidates will hold a Bachelor's degree from an accredited four-year college or university in Public Administration, Civil Engineering, construction management or a related field; a related advanced degree and/or Professional Engineer (P.E.) certification is a plus. A minimum of 8 years of management level experience in public works administration is desirable. The successful candidate must possess strong interpersonal leadership, long-range planning, motivational and administrative skills. Open, accessible, participatory management style with excellent communication skills essential. The successful candidate will be an experienced executive with a proven track record in progressive public works management and ability to work closely with department managers as well as elected officials. Appointed by Village Manager.

Salary: +/- \$125,000 DOQ

Agency Contact: Please send cover letter, resume, salary history and four (4) work related references to Brad Burke, Village Manager, Village of Lincolnshire, One Olde Half Day Road, Lincolnshire, IL 60069.

Deadline: October 18, 2013.

Website: [www.village.lincolnshire.il.us](http://www.village.lincolnshire.il.us)

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### Village of Burr Ridge, Assistant to the Village Administrator

The Village of Burr Ridge (pop. 10,559), an upscale residential community located approximately 19 miles southwest of downtown Chicago, seeks a full-time Assistant to the Village Administrator to provide general management support in the daily functions of Village government with special emphasis on public information management, including preparation of newsletters, content management on Village websites, social media and the like. Other responsibilities include budgeting, various human resource duties, survey research, resolving resident service issues, and acting as liaison to the Events Planning Committee. This position supervises and works with the Village's part-time Event Coordinator in the execution of several successful community programs.

Successful applicant will have a Bachelor's Degree in Public Administration, Business, Political Science or related field; a Masters in Public Administration is highly desired. Minimum two years of municipal government experience is required.

Successful applicant should have outstanding communication skills, the ability to interact positively with Village Staff, officials and the general public as well as a commitment to providing a high level of public service. Candidate must be proficient in Microsoft Office suite; knowledge of SPSS, newsletter drafting/editing software (e.g. Corel Draw, Adobe Illustrator) and web design software (Dreamweaver, WordPress) preferred.

Starting annual salary of \$48,610 includes excellent benefits package. Submit cover letter, resume, salary history and at least three (3) professional references to Steve Stricker, Village Administrator, 7660 County Line Road, Burr Ridge, Illinois 60527 or email PDF to [sstricker@burr-ridge.gov](mailto:sstricker@burr-ridge.gov) by October 4, 2013. For more information, please visit the Village's website at [www.burr-ridge.gov](http://www.burr-ridge.gov). Burr Ridge is an equal opportunity employer.



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email [dtnicol@integrysenergy.com](mailto:dtnicol@integrysenergy.com)

OR

Call Jay Dalicandro at 312-681-1820 or  
email [jjdalicandro@integrysenergy.com](mailto:jjdalicandro@integrysenergy.com)

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### **Village of Wilmette, Accountant**

The Village is accepting applications for a full-time Accountant. This position works under the direct supervision of the Director of Finance. The Village oversees a \$64 million budget.

#### **General Responsibilities:**

Position will be responsible for maintaining the general ledger in accordance with generally accepted accounting principles and prepare financial reports and provide analysis as needed to assist senior management in decision making. Essential duties include timely preparation of monthly and annual financial reports, payroll, utility billing and preparation of cash and investment schedules. This position will assist with annual audits, reconciliation and verification of bank accounts balances with the general ledger.

#### **Position Requirements:**

Successful candidate will have a Bachelor's Degree in Accounting, and one to three years of experience in municipal accounting field, or an equivalent combination of experience and training to perform the functions of the position; successful completion of Certificate in Public Accounting (CPA) is preferred.

Essential position requirements include working knowledge of governmental accounting theory, Generally Accepted Accounting Principles and Practices; ability to maintain efficient and effective financial systems and procedures; ability to prepare and analyze complex financial reports and interpret data to formulate conclusion; knowledge of internal control procedures and public finance and fiscal planning; working knowledge of payroll and accounts payable functions; ability to communicate effectively, orally and in writing; ability to prioritize, organize and complete required duties in a timely and accurate manner. Candidate should be proficient in various business computer software packages, including but not limited to Microsoft Office, Tyler Technologies' MUNIS financial software and Crystal Reports. Individual must be able to communicate and coordinate with others effectively.

#### **Starting Salary Range:**

The starting annual salary is \$59,266 with an excellent benefits package.

#### **Selection Process:**

Interested candidates should complete an employment application which may be downloaded from the Village's website, [www.wilmette.com](http://www.wilmette.com) and submit it along with a cover letter to the Village Manager's Office, Attn: Human Resources 1200 Wilmette Ave., Wilmette, IL 60091 or sent via e-mail to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com).

Questions should be addressed to Michael Braiman, Assistant Village Manager, at 847-853-7602 or [braimanm@wilmette.com](mailto:braimanm@wilmette.com). The position will remain open until filled.

The Village of Wilmette is an Equal Opportunity Employer

### **Village of Lake Villa, Village Administrator**

Lake Villa, IL (pop. 8,741) is located 50 miles northwest of Chicago in fast growing Lake County. Lake Villa offers that "small town" feel and an outstanding quality of life in which to live, work, and raise a family. The Village is seeking its first Administrator, who will be appointed by and will report to the Mayor and six (6) Trustees elected on a non-partisan basis for 4-year overlapping

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terms. The Village Clerk is also elected for a 4-year term. The Village has a total budget of \$9.4M, with 34 full-time employees serving the community. Village services include administration (inc. Treasurer; Finance), Police Department, Public Works Department (inc. streets; water and sewer utilities; parks), and building and zoning. Candidates must have a minimum five (5) years increasingly responsible executive experience in a community or organization of comparable size and complexity. Position requires Bachelor's Degree in public administration, planning, public policy or related field. Master's Degree is a plus. Candidates should have demonstrated economic development experience, strong financial and general management skills, outstanding administrative leadership skills and organizational abilities, plus excellent interpersonal skills, with an approachable, welcoming style with the community and staff, a proven record in effective service delivery and creative problem solving ability. Starting salary: \$95,000 +/- DOQ with excellent benefits. No residency requirement. Send résumé, cover letter, and contact information for 5 professional references by October 11, 2013 to Mark J. Morien, Voorhees Associates, at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246

### **City of Lockport, Chief of Police**

The City of Lockport, a proud Will County community (population 24,839) is searching for a Chief of Police. The Chief of Police acts as the Chief Executive Officer of the Police Department and is responsible for the efficient and effective operation of that department including the planning, organizing, directing, budgeting, and supervision of department employees and programs. The Chief of Police Works under the general guidance and direction of the City Administrator. Supervises all Police Department sworn and non-sworn personnel directly or indirectly through subordinate officers.

A minimum of ten (10) years of actual working experience in a municipal law enforcement organization. A minimum of five (5) years in a command-level position in a municipal law enforcement organization with 20 or more sworn personnel.

Bachelors or Associates Degree in Law Enforcement, Police Science, or related field. Any equivalent combination of experience and training which provides the required knowledge or ability or education may be substituted for the Degree requirement.

Completion of a senior-level police executive training such as the FBI National Academy, Southern Police Institute, or School of Police Staff and Command.

Comprehensive and broad knowledge of the modern principles and practices of the fields of law enforcement, police science, and criminology.

Anticipated starting salary is \$110,000 - \$117,500 DOQ, with an excellent benefit package. Applications are being accepted until October 4th, 2013. A full position description profile is available at [www.lockport.org](http://www.lockport.org) and [www.lockportpolice.info](http://www.lockportpolice.info)

Interested and qualified candidates should apply via email to [jherman@lockport.org](mailto:jherman@lockport.org) with a cover letter, resume, salary history to: City of Lockport, Attn: Jodi Herman, Administrative Assistant, 222 E. 9th Street, Lockport, IL 60441, Please indicate "Chief of Police" in the subject line, EOE

#### **City of Lockport, Economic Development Director**

The City of Lockport, a proud Will County community (population 24,839) is close to achieving Home Rule status, opening the door to more creative techniques in attracting business is seeking a new Economic Development Director. This position is responsible for administrative and professional work involving development, retention and enhancement of a city-wide economic development programs. Duties are performed with a considerable amount of independence under the general supervision of the City Administrator. Work includes the creative development of systems, materials, programs, and plans to promote business development and retention within the City of Lockport. Economic Development Director will perform a variety of routine and complex administrative, technical, and professional work in the preparation and implementation of economic development programs and services, especially retail recruitment.

A Bachelor's Degree in urban planning, marketing, business, public administration, economics, finance or related field, and a minimum of 3-5 years related experience within a municipal, consulting, development and/or real estate environment; or an equivalent combination of training and experience that provides the applicant with the above reference knowledge, skills and abilities.

Residency is not required. Anticipated starting salary is \$85,000 - \$95,000 DOQ, with an excellent benefit package. Applications are being accepted until the position is filled. A full position description profile is available at [www.lockport.org](http://www.lockport.org) and [www.lockportworks.com](http://www.lockportworks.com) Interested and qualified candidates should apply via email to [jherman@lockport.org](mailto:jherman@lockport.org) with a cover letter, resume, salary history to: City of Lockport, Attn: Jodi Herman, Administrative Assistant, 222 E. 9th Street, Lockport, IL 60441, Please indicate "Economic Development Director" in the subject line, EOE



#### **Village of Lombard, Village Manager**

Lombard, Illinois (43,165 residents), a full-service suburban community located 20 miles west of downtown Chicago, seeks an experienced municipal executive to lead its organization consisting of 246 full time employees with a General Fund budget of \$40.5 million. This growing community, encompassing more than 10 square miles situated near two major expressways, is known for its annual Lilac Festival, its beautiful neighborhoods, and thriving commercial tax base. In addition to its historic downtown, Butterfield Road is home to Yorktown Center, Fountain Square of Lombard and the Highlands of Lombard, making it one of the area's preeminent retail destinations. Lombard's major corporate residents include: Sungard, Waste Management, Grubb & Ellis, CNA Insurance, Wells Fargo Bank, Acosta Sales & Marketing and the 500 room Westin Hotel and Conference Center built under a unique public/private partnership. The Village is seeking candidates with a record of significant accomplishment in a full-service, quality-oriented, suburban community. Master's degree from an accredited college or university in Public Administration, urban management, public policy, business administration or related field required. Candidates must have eight to ten years increasingly responsible public management experience in similar community or Assistant/Department Head in larger community, or combination of relevant experience and training. Strong financial and general management skills, along with outstanding administrative leadership background and organizational abilities, plus proven interpersonal communication skills (both oral and written) with citizens, elected officials and staff are required. Salary: \$165,000 +/- DOQ. Residency is preferred. Submit resume with salary history and five work related references by October 4 to Mark J. Morien, at [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Tel: 847-580-4246

#### **Village of Barrington, Planning and Zoning Coordinator**

The Village of Barrington seeks a self-motivated professional to fill the position of Planning & Zoning Coordinator. The Planning & Zoning Coordinator is an integral part of Development Services, which maintains, interprets and enforces the Comprehensive Plan, Subdivision Ordinance, Zoning Ordinance, Historic Design Guidelines, Building Codes and Property Maintenance Codes.

This position is responsible for reviewing construction permit applications for zoning compliance and providing information and assistance to developers, the business community and the public on planning, zoning, land use, subdivision and other planning and development related matters. This position provides staff support to various Boards and Commissions including but not limited to the

Architectural Review Commission, Plan Commission and Zoning Board of Appeals. This position also assists in the department's administrative functions including front desk coverage, permit acceptance and issuance, and general customer service activities, as well as other duties and special projects as assigned.

Requirements include the ability to perform assigned tasks in a timely manner, meet scheduled deadlines, and function in a team environment. The ability to establish effective working relationships with contractors, consultants, the public, Village staff, and representatives of other governmental or regulatory agencies is also essential. The successful candidate will have the ability to plan, schedule, and manage multiple planning/zoning cases and will be highly motivated, detail oriented and well organized. Excellent oral and written communications are required. Candidates shall have the ability to maintain confidentiality and to work hours as required, including attendance at meetings after regular business hours.

Candidates should hold, at a minimum, a Bachelor's degree in planning, public administration or other closely related field, with a minimum of two (2) years progressively responsible experience in a municipal and/or municipal consulting environment. Also required is the ability to work within the Village's WebQA building permit software and Microsoft Office programs. Familiarity with ESRI GIS software is a plus.

The starting salary range is \$50,892.00 - \$62,205.00 per year, commensurate with experience, plus benefit program inclusive of participation in the Illinois Municipal Retirement Fund and group health insurance programs.

Qualified candidates should send cover letter and resume to:

Human Resources  
Village of Barrington  
200 S. Hough Street  
Barrington, IL 60010  
Tel: (847) 304-3415  
Fax: (847) 381-7506  
Email: vobhr@barrington-il.gov

The Village of Barrington is an Equal Opportunity Employer

**Village of Clarendon Hills, Assistant to the Village Manager**

The Village of Clarendon Hills, population 8,572, seeks candidates for the position of Assistant to the Village Manager.

The Assistant to the Village Manager serves as a key member of the Village's management team, working with each department of the Village on special projects, coordinating key portions of the Village's Human Resources Management program, overseeing the Village's special events, and administering the Village's public outreach efforts.

An ideal candidate would have excellent writing, analytical, communication, and organizational skills, and be knowledgeable of public administration and human resources. Strong social media skills and public relations skills are preferred. A Bachelor's degree in public administration, political science or a related field is required, and a Master's degree in Public Administration is strongly preferred. Candidates are expected to have at least two to five years of practical professional experience with a municipal government.

This is an exempt position, working 40 hours per week. Pay range is \$57,459 to \$76,613. An offer will be made to the preferred candidate based on their current pay and qualifications. Benefits include participation in the Illinois Municipal Retirement Fund, health insurance, and paid holidays vacation, and sick leave. The Village is an Equal Opportunity Employer.

**To Apply**

If you are interested in applying for this opportunity, please submit a cover letter and resume with five professional references to hr@clarendonhills.us. First consideration of resumes will be October 15th.

To view a complete job description, visit the Village's website at [www.clarendonhills.us/employment.cfm](http://www.clarendonhills.us/employment.cfm).

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## City/County Management in ILLINOIS

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### Executive Director/Editor

**Dawn S. Peters**

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Frank Ollendorff  
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jane.franko@charter.net

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

Glenn Spachman  
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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.