

City/County Management IN ILLINOIS

Volume 10 No. 3

Strengthening the quality
of local governance through
professional management

OCTOBER
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>

October 1
Legacy Brown Bag Luncheon
Geneva Fire Department,
Geneva

October 3
SWICMA Meeting

October 15
Cal-ICMA Coaching Program Webinar

October 16
ILCMA Professional Development
The Arboretum, Lisle

October 16
Metro Manager Luncheon
The Arboretum, Lisle

October 24
IAMMA Social Event

October 29
Cal-ICMA Coaching Program Webinar

October 30 – 31
Downstate Meeting
Champaign

November 5
Legacy Project Brown Bag Luncheon
Prairie Arts Center, Schaumburg

November 12
IAMMA Luncheon

December 3
Legacy Project Brown Bag Luncheon
Woodridge Village Hall

December 10
IAMMA/Metro Holiday Luncheon Angel Tree Program
Harry Caray's, Lombard



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President's Column

By Dorothy David, Chair, ILCMA Professional Development Committee

Change is the law of life. And those who look only to the past or present are certain to miss the future.

– John F. Kennedy

As local government managers, we are on the forefront of change in our communities. We prepared well for the challenges that face us. Our education, experience, and problem-solving skills set us apart among other government professionals. The ICMA mission captures the added value that we bring to our counties, cities, villages, and towns, “to create excellence in local governance by developing and fostering professional management to build better communities.” But as our communities are ever evolving, we too must commit to continual personal and professional development so we are ready for whatever the future might bring.

ILCMA has a long tradition of keeping Illinois communities and local government leaders well prepared for the challenges of the future. One thing that I enjoy about my ILCMA membership is the high-caliber of professional development opportunities that ILCMA offers year after year. Whether I attend a state conference, seminar, webinar, or an affiliate meeting, I am sure to take away something that is directly relevant to my job and keeps me current with the challenges of leading my community.

The ILCMA Professional Development Committee members volunteer each year to develop an educational curriculum that is responsive to the needs and interests of our members. Our priorities are to further the continuing education of ILCMA members and to help you to address the training and professional development needs within your organization.

In keeping with those priorities, this year's Professional Development Committee is working on a variety of sessions to help you and your employees face current and future challenges. ILCMA's professional development offerings will cover timely topics such as the future of our urban forest, retail and economic development, emergency preparedness and rail safety, using current technologies for public relations and communication, and trends in performance measurement and big data. We also plan to offer sessions in tandem with our state conferences – an ICMA workshop on intergenerational communication before the winter conference and a summer pre-conference session on how we can work collaboratively with elected officials toward improving the effectiveness of State of Illinois government.

I hope you mark your calendars to take advantage of these programs, and I also encourage you to reach out to other staff in your organizations to participate. Whether you are a credentialed manager, a mid-career supervisor, or a next-gen professional, I promise you will benefit from what ILCMA has to offer. The future really is now.



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Who's Who Directory Update

Richard Ginex has been appointed as the new village manager in Oak Brook. He was formerly the village manager in Brookfield.



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Welcome New Members!

Lori Ciezak, City of Rolling Meadows, Assistant to the City Manager
Thomas J. Durkin, AICP, Village of Channahon, Village Administrator
Wendy Ferill, Village of Morton, Village Administrator
Cameron Green, NIU MPA Student
Bryce Johnson, City of Highland Park, Administrative Intern
Eivilyn Lopez, City of Yorkville, Intern
Ryan Nelson, Village of Montgomery, Administrative Intern
Matthew Roeschley, City of Champaign, Deputy City Administrator

ILCMA Members Appointed to ICMA 2014-2015 Committees

The following ILCMA members have been appointed to serve on ICMA Committees for the upcoming year:

New Groups

Government Affairs and Policy Committee

Committee Member: Suzanne Curtis Luther, Peoria, IL

Ongoing Groups

Task Force on Strengthening Inclusiveness within the Profession

Committee Members: Cameron Davis, Chicago, IL; Maria Lasday, Bannockburn, IL; Albert A. Riley, Olympia Fields, IL

ICMA Welcome Ambassadors

Committee Members: Joseph T. Carey, Vernon Hills, IL; Justin B. Kohls, Chicago, IL; Robin Weaver, Bartlett, IL

Sustainable Communities Advisory Committee

Committee Members: William R. Beith, Campton Hills, IL; Wally Bobkiewicz, Evanston, IL; John Q. Knight, Woodridge, IL; Kevin R. Leighty, DeKalb, IL; John M. Novinson, Northbrook, IL

Knowledge Network Advisory Board

Committee Member: Kevin R. Leighty, DeKalb, IL

2014 Conference Evaluation Committee

Committee Members: Robert L. Palmer, Geneva, IL; Donna M. Gayden, Glenwood, IL; Jonathan Williams-Kinsel, Evanston, IL

2015 Conference Planning Committee

Committee Members: Kelly A. Amidei, Libertyville, IL; Scott A. Sorrel, Peoria, IL

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.

What Today's Elected Officials Are Seeking in Manager/Administrator Candidates

By Heidi Voorhees, GovHR USA

The composition of today's elected boards vs. boards from 20 years ago tends to reflect the overall changes we see in society. We see more entrepreneurs and less representation from large corporations; more retirees interested in staying engaged in their community; and an increasing number of younger elected officials. Since 2009, GovHR USA (formerly Voorhees Associates) has conducted more than 175 recruitments in 12 states. Of these, 68 have been for Manager/Administrator positions in 8 states. Here is what the elected officials are telling us they want:

Integrity

Candidates must be committed to leadership with integrity and they must be trustworthy. This means honesty in all interactions, meaningful follow through, and a genuine commitment to the goals of the community. Managers/Administrators who believe they know what is best for the community are typically short lived in their positions. Very often when we are called into conduct a recruitment where a Manager/Administrator has been forced out, the elected officials have lost trust in the Manager/Administrator. Typically, this is due to the feeling that (1) information is not being shared equally with all of the elected officials or that (2) the full story is not being shared with the elected officials.

Transparency/Accessibility

Candidates must be committed to transparency whenever possible. This includes providing honest, clear information to the public as well as regularly sharing information with all of the elected officials. In addition, managers must display a willingness to be available and responsive to the elected officials by whatever means works for the elected officials – in person, telephone, email, or text.

Collaborative Leadership

Candidates must practice a collaborative approach to management and leadership. They also expect the manager/administrator to be decisive when the time comes. The successful managers know how to engage staff and elected officials in the decision making process and how and when to be decisive.

Presence/Confidence

Candidates must exhibit confidence in who they are and what they have accomplished. A strong sense of self is



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essential to the successful manager. Oral presentation skills are more important than ever before. Elected officials want to be able to rely on the manager/administrator to address service clubs, the media, and the general public in an effective, clear manner. Also, be aware of your energy level. In the recruiting business, we see energy trump experience all the time. Candidates who are genuinely excited about coming to a community will always have an edge in the process, even if they are not as experienced as the other candidates.

Innovation/Creativity

Experience is not enough to be successful in today's market. Candidates must show they have been creative and innovative in service delivery and are lifelong learners in the administration of local government services. Participation in shared service efforts, outsourcing, in-sourcing, or other cost saving measures is very important. Experience in working well with other units of government, the business community and state and regional agencies is very important. One way to demonstrate this is to list the Chamber of Commerce Executive Director or School Superintendent as a reference.

Change Management

Managers who have had a short tenure with a community often say they were simply implementing the change the Board told them they wanted and then they were fired for it. A skilled manager or administrator will understand how to roll out change, how to gain buy-in, and the pace with which an organization and elected body can handle change. Forging ahead with a mandate may not yield the best results. If you are a new manager/administrator going up against a long serving staff that has the ear of at least some of the elected officials, you should tread carefully.

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Corporate Partner Spotlight

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

457(b) Plan: The First Step to Retirement Readiness

By Kyle Zake, Financial Professional, AXA Advisors, LLC

A 457(b) Employee Deferred Compensation (EDC) plan is established by Section 457(b) of the IRS code, and was developed to encourage long-term savings for retirement. This employer-sponsored plan is available to employees of state governments, municipalities, and members of a "top hat" management group within a tax-exempt organization. Employees can defer some of their earnings with automatic payroll deductions that make it easy to participate in the plan. You pay yourself first, rather than try to find "extra" money to invest for retirement after paying other bills. Contributions are deducted before federal taxes and can reduce employees' current federal income taxes. The money and any earnings are tax-deferred until they are withdrawn, potentially after retirement when the employee is in a lower tax bracket.

Why save for retirement? It's a valid question and we all have multiple financial obligations that compete for our attention and paychecks every day. If retirement is years away, saving for it now may not seem as important in comparison to more pressing expenses. But it is. A deferred compensation plan can help bridge the gap between what you have in your pension, Social Security, and how much you'll need for retirement.

As of December 2013, the average monthly benefit from Social Security is about \$1,294, or approximately \$15,528 a year¹. Most people may not find \$15,528 a year enough to live on comfortably. If you live in a state that qualifies for Social Security benefits, you may start your benefits somewhere between ages 62 and 67. If you were born in 1943 or later, your normal retirement age for collecting full Social Security benefits is at least age 66, or age 67 if you were born in or after 1960. Although benefit payments can begin at age 62, the monthly amount will be reduced. You must work until your normal retirement age to get the full benefit.

Even if your pension and Social Security amounts combined are close to your pre-retirement pay, with life expectancies generally going up and inflation potentially eroding the purchasing power of your investments, you may find that additional savings are necessary to maintain your financial health through retirement.



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Before investing in an EDC plan, you may want to consider the flexibility and the number of funding products offered. Since the EDC plan is a long-term commitment, it's important to have a product that offers a well-rounded mix of investment options and allows you to change where your money is invested. Prior to choosing an EDC plan, you may wish to confirm if the investment options have any restrictions and how often you can make changes.

Additionally, inquire about funding product sales charges or hidden administrative fees that a provider may apply to your plan. Determine if fees are ever waived and if you can access your money before retirement without incurring a charge. Special services may also be included in the 457(b) plan. Review a plan's features in full to learn about online access to your account information, the process to make transfers or other changes, and the type of reports that will be provided.

Investing a little bit of money may add up over time – it's just important to get started as early as possible! If you continue to bump up contributions on a regular basis, the overall impact on your paycheck may not seem too painful. Another simple way to invest a little more is to consider turning raises or bonuses into deferred compensation.

Consulting a financial professional can help you at any stage of your retirement plan process. You may be just starting out and unsure of how much you should be saving, what your retirement goal is, or need help determining your risk profile. On the other hand, you may have been in a plan for a while and want to discuss some potential changes to your retirement savings strategy. Regardless of your situation, the goal of financial professionals is to help

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IML Managers Monthly Column

What's In Store for the Upcoming Veto Session?

By: Joe McCoy, Legislative Director, IML and Jim Norris, Village Manager, Hoffman Estates

The summer months have drawn to a close and the General Assembly's Fall Veto Session is on the horizon. This year's Veto Session is scheduled for November 19-21 and December 2-4.

If a legislative year is comparable to a baseball game, then the Veto Session represents the final two innings. Presumably, the Veto Session presents legislators with an opportunity to override or accept gubernatorial vetoes. Because there are only a handful of vetoes and amendatory vetoes, the Veto Session should be fairly quiet and the issues to be taken up known well in advance. But this is not the case.

Over the years, the Veto Session has morphed into a six day extended session where legislators can attempt to move legislation that had previously stalled during the spring. This is particularly the case following an election. Those legislators safely returned to office can feel "liberated" to take riskier votes with the knowledge that they will not have to face their voters for at least two more years. Defeated or retiring legislators also feel liberated to vote their conscience. These dynamics often result in the Veto Session being used to address issues beyond those bills that received a gubernatorial veto or amendatory veto.

The IML is seeking to gain information about what might be in store for the upcoming Veto Session. The contours of the Veto Session are likely to be shaped by the outcome of the Governor's race. For example, a victory by the Republican candidate may prompt organized labor to push an aggressive agenda in the fall in an effort to get as much as they can before the curtain drops. And if the Governor is re-elected, there might be a concerted effort to line-up votes to maintain the current, higher income tax rates. This vote would most likely occur during the "lame duck" session in early January, but the politics could become evident during the Veto Session.

So what might municipalities expect during the Veto Session? Realize that prognostication is tantamount to trying to hit a moving target. With that disclaimer, here is what we can speculate about with a fair degree of confidence.

There will likely be an effort to advance the fire department minimum manning bill in the Senate. HB 5485 has already passed the House, and the firefighters will move



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aggressively to try and push it through the Senate. We need to be prepared to oppose this effort.

The "responsible bidder" bill may once again re-emerge. As with the manning bill, HB 924 squeaked through the House and presently sits in the Senate. The unions want to move this bill badly. Once again, we must be prepared to resist.

There is a fairly strong possibility that pension reform could emerge as a significant issue as well. A pension reform bill for Cook County was thwarted late in the spring and may be teed-up again during the Veto Session. And we are all aware of the great need to reform and protect the solvency of the downstate and suburban police and fire pension systems.

These are the issues that may emerge during the fall. We encourage you to visit the IML website at www.iml.org and follow us on social media for important updates as the Veto Session draws closer.

Thank You to the ILCMA Volunteers Who Staffed the IML Booth!

Sally Heffernan, Normal
Dawn Peters, ILCMA
Gary Brennan, Minonk
Brian Murphy, Plainfield
Rich Keehner, Villa Park
David Niemeyer, Tinley Park
Will Jones, Glencoe
Ryan McCrady, Decatur
Ingrid Velkme, Western Springs
Mark Franz, Glen Ellyn
Bob Barber, Beecher
Katy Rush, Woodridge
Wally Bobkiewicz, Evanston
Walter Denton, O'Fallon
Ghida Neukirch, Highland Park
Steve Jones, Oswego
Scott Smith, Charleston
Jack Linehan, Lockport
Tom Mick, Park Forest
Jason Wicha, Skokie
Jimmy Morani, New Baden


GovHR USA, continued

Shared Values

This is very important. Elected bodies are looking for a manager/administrator that they “connect” with in an interview. This can begin with the cover letter that the candidate writes when applying for the position. In two recent recruitments, candidates received an interview primarily because of their well written cover letter that tied their background and experience to the community. If possible, candidates should provide insight into their philosophical approach to public service and local government management. A sincere, genuine interview where the candidate talks with the elected officials and not “at” them is very effective.

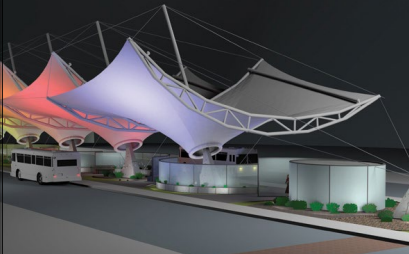
Concluding Comments

We suggest developing a resume that is more than a job description. Quantify your accomplishments and present your resume in chronological order starting with your most recent experience. Don't make a recruiter or an elected official guess at what you did and where you did it. Include your community based activities and volunteer work on your resume – it rounds you out as an individual. Your resume can be longer than two pages if you have a good story to tell. Be sure and watch your online activities including Facebook, Twitter and Instagram. Think about what you are posting from an elected officials standpoint. Remember that elected officials love their community and they are proud of it – they take time away from their jobs, their families, and their hobbies to serve. They want you to love it too!



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Beehive, continued

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¹Source: United States Social Security Administration, December 2013.

<http://www.ssa.gov/news/press/basicfact.html>

Withdrawals from 457(b) plans are generally not allowed unless there is a separation from service or the participant reaches age 70½, and are subject to normal income tax treatment. Amounts rolled over from another eligible plan are tracked separately and may be subject to an additional 10% federal income tax penalty if withdrawn. Contact a financial professional for costs and complete details.

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*The ILCMA Professional
Development Committee
Presents*
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Future of our Urban Forest**

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- **Environment** - Improve air quality, absorb rainwater, improve biodiversity and wildlife habitat.

Challenges facing our urban forests include invasive species, changing conditions, shrinking budgets and shortages of tree stocks. The Morton Arboretum is leading the development and implementation of the Regional Trees Initiative, a strategy to improve the vitality and sustainability of the region's trees, and is bringing public, private and not for profit organizations together to share information, financial resources and volunteers.

Bring your forester and join us to learn more about the latest data, best practices, and training and funding opportunities, and how they can benefit your community.

Date: Thursday, October 16, 2014

Time: 8:30 a.m. Registration and Continental Breakfast
9:00 – 11:45 a.m. Presentations

Location: **The Morton Arboretum** **Addresses ICMA Practice Area 3:**
4100 Illinois Route 53 Functional and Operational Expertise and Planning
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Cost: \$35 for Professional Development Only
\$55 if also attending the Metro Manager Luncheon (\$5 discount)
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*Cancellations must be made **by Oct. 10.**
Any cancellations after that date will require full payment.*



Innovation Edge

Not Your Average Police Chief Recruitment Video

How embracing innovation and risk-taking paid off big for Hillsboro, Oregon

by City of Hillsboro, OR

It started with an idea to do something different – something you wouldn't expect – in order to cut through the clutter, make an impact, and find the best fit for our community's needs. In August 2013, the City of Hillsboro, Oregon created a unique and funny six-minute recruitment video designed to attract the right candidates as part of a national search for a new police chief. Not your average government or law enforcement recruitment video, this project was inspired by input from elected officials, employees, and from community members who articulated what values they wanted reflected in Hillsboro's next police chief. Through a combination of entertaining skits involving more than 20 Hillsboro police officers, along with two actors, we showcased Hillsboro, our Police Department's connection to our growing community, our dedication to top-quality, professional public safety work, and our approachability. The video reflected our commitment to making the Hillsboro Police Department the best place to work by encouraging creative and visionary leadership and by maintaining a healthy sense of humor.

The results of this video were far more impactful than we expected. Once posted to the City's website as part of the recruitment packet, the video quickly went viral and attracted local, national, and international media attention – including placement on various news websites' front page, as well as requests for live interviews on CNN, BBC radio, and the Huffington Post. An influential national police website, policeone.com, featured the video, leading police officers from across the country to weigh in on the video's value, mostly in praise of Hillsboro for showing the human side of policing.

Thanks to the quirky recruitment video, millions of people from across the United States (and many in other countries) learned that Hillsboro, Oregon was looking for a new Police Chief who valued a positive community relationship.

continued on next page

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Innovation Edge, continued

That attention and free publicity was priceless in helping us to attract the best candidates in our nationwide search. In December 2013, we hired Lee Dobrowolski from the Salt Lake City Police Department, who stepped into his new position in Hillsboro in early 2014. Lee credited the video with helping him to make the decision to apply for this position, and helping him to realize that Hillsboro is the place where he and his family want to be.

“The only way we as law enforcement can be approachable to the community is to show that we are human, and humans have a sense of humor,” said Lee, “That video showed the police department is approachable. That is my style, and it is evident that the Hillsboro community is very supportive of its police department.”

Not only did this video accomplish our primary goal of attracting the right police chief for Hillsboro, but it also had other very significant benefits for our organization and our community. One added value was the building of camaraderie within the police department, which had been without a chief since early 2013. The video also enabled a great deal of team building during the creation and filming. Following the video’s release, the excitement and pride within the department that resulted from the public response and support was very powerful.

The video also showcased our community’s culture and built our reputation as an innovative and strong city government that has the confidence to take risks in the pursuit of a better outcome. More than 153,000 people have watched the video posted on Hillsboro’s YouTube channel to date, while millions of others have watched the video in television news broadcasts. We received an enormous amount of publicity and feedback from as far away as New Zealand. Yes, some comments were critical of us for making light of law enforcement. However, many more comments, emails, and phone calls from people and law enforcement professionals nationally and internationally brought big kudos for addressing the human side of police work, for telling a story that they can relate to, and for making them laugh. Hillsboro was honored to be awarded the Alliance for Innovation’s 2014 Innovation Award for the video, and it was also recognized as a “Best Police Use of Social Media” for 2013 by the International Association of Chiefs of Police.

The cost of the video was \$10,400, which was primarily for video production. We chose to scale back our spending on a national recruitment firm, essentially using the savings to pay for the video’s production. We received an exceptional return on our investment. Hillsboro could not have paid for the tens of thousands of dollars (or more) it would have

cost to generate this positive national and international publicity. The City owns the raw video as well, which will be used for other marketing and communication projects. In the end, our entire community has benefitted from this successful project. We hired an exceptional police chief and, in the process, we created a positive buzz of pride and excitement in Hillsboro and within the police department, and sent a message to all that Hillsboro is a great place to work and live.

From our perspective, innovation and justifiable risk-taking should be the norm and not the exception for local government. If we truly want to excel in creating and maintaining successful communities in the future, we must proactively seek out and embrace innovative and creative solutions. Hillsboro will continue to “think outside the box” in our approach to providing the best possible services to our community.

Learn more by watching this video:

<http://youtu.be/Oi7yjabtBs8>

(or search City of Hillsboro, Oregon on YouTube).

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 Illinois 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 or contact our Regional Director, Greg Stopka at gstopka@transformgov.org.



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FALL DOWNSTATE MEETING

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October 30 & 31, 2014

Thursday October 30th

Noon **Stone Creek Golf Club** (weather permitting)
2600 S Stone Creek Blvd, Urbana, IL
Lunch is available at the restaurant. **TEE TIMES begin at 12:30 P.M.** Please pay at the course!

6:00 p.m. Social Hour – **Escobar's** 6 E. Columbia Ave. Champaign, IL

7:00 p.m. Dinner – **Escobar's** (Individual Pay)

Friday October 31st **The Hyatt Place**, 217 N. Neil Street, Champaign, IL

8:00 a.m. REGISTRATION/BREAKFAST (Breakfast is included in the registration fee)

8:30 – 9:30 a.m. **Recruitment Secrets From Both Sides -- You are the Recruiter/You are the Candidate!**

Recruiting talent is critical in today's labor market. Learn from a professional recruiter the inside information on how to attract employees at all levels of your organization. You will receive tips on where to advertise, what to put in the announcement, and what employees are seeking in an employer. You will also hear about trends from the employer's standpoint and what you can do to present your "best self" when seeking a new position.

Presenter: **Joellen Earl, GovHR USA**

9:30 - 9:40 a.m. BREAK

9:40 – 10:40 a.m. **Municipal Bond Market: Interest Rate, Credit, and Regulatory Trends**

This session will discuss interest rate and investor behavior and expectations for rate movement. It will also address the rating agencies' disparate reaction to municipal issuer credit over the past several years and how that is effecting how issuers' select which agency to rate their bonds. Finally, the recent actions by the Municipal Securities Rulemaking Board and the SEC to step up regulation of bond market participants, including issuers, will be reviewed.

Presenters: **Tom Gavin, Robert W. Baird & Co.**

B. Craig Elder, Robert W. Baird & Co.

10:40 - 10:50 a.m. BREAK

10:50 - 11:50 a.m. **9-1-1. What is the location of your emergency?**

Are you aware there are 9-1-1 dispatch centers in certain counties throughout Illinois that do not have the technology to determine a caller's cell phone number and location when they call 9-1-1 in an emergency? Some of our dispatch centers have been forced to make personnel and equipment cuts and have relied more on local governments to fund their centers due to the decline in 9-1-1 surcharge funds. This has had a direct impact on local budgets and has reduced the money available for police, fire, and public works departments in some counties. What are we doing in the state to correct this problem, and how do we ensure that you and your families receive the same level of 9-1-1 service no matter where you are in the state?

Presenter: **Ralph Caldwell, METCAD 9-1-1 Director**

11:50 a.m. LUNCH AND BUSINESS MEETING (Lunch is included in the registration fee)

Registration Form Fall Meeting
Downstate City/County Management Association
October 30 & 31, 2014
Champaign, IL

Name: _____

Title: _____

Jurisdiction: _____

Address: _____

Phone: _____ E-mail _____

Registration Fee: \$50 – Includes breakfast and lunch on Friday. Please have registrations in by Friday, October 24, 2014.

Dinner Reservations: Please indicate if you are planning to arrive in time for dinner at 6:00 p.m. Dinner will be paid for individually.

Golf Reservations: Please indicate if you would like to sign up for the golf outing. The cost is \$39.00 for greens fees and cart. Lunch is available at the clubhouse restaurant. ***Please pay at the course and RSVP by October 24.***

___ Yes, I will participate in the golf outing on Thursday, October 30 at Stone Creek Golf Club.
(Please pay at the golf course and RSVP **by October 24**).

___ Yes, I will attend the Fall Meeting in Champaign, IL on Friday, October 31.

___ Yes, I will attend the social hour and dinner on Thursday evening at Escobar's.

___ Yes, my spouse will attend the social hour and dinner on Thursday evening.

Registration Deadline: Friday, October 24, 2014.

Make check payable to: Downstate City/County Management Association
Center for Governmental Studies
N.I.U.
DeKalb, IL 60115

Questions: 815-753-5424 Fax: 815-753-7278

Accommodations: To secure a room in the Downstate Manager room block, please call **the Hyatt Place**, 217 N. Neil St., Champaign, IL at 217-531-2800 to **reserve your room by October 16, 2014** or go to <http://champaign.place.hyatt.com/cmizcgdmmb2014.html>. **Code: G-DMMB**. Rooms are \$129.00 plus tax.

Cancellations: To receive a full refund, cancellations must be received by Friday, October 24, 2014. Registrants who do not attend the meeting but have not cancelled are responsible for the entire fee. Registrants who have not paid will be billed.

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Career Transitions and Framing Your Resume for Government or Nonprofit Work

NEW **November 13, 2014 - NIU Naperville**
Customers Matter: Quality Customer Service is Essential for Your Bottom Line

NEW **November 18, 2014 - NIU Naperville**
Chasing the Dollar\$ - Grant Writing Strategies

November 19, 2014 - NIU Hoffman Estates
*New Civics and the Impact of Globalization**

November 20, 2014 - NIU Naperville
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Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

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

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

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

The ILCMA Senior Advisors have the most current list of Members in Transition and Professional Resource Program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Senior Advisors (contact information for Senior Advisors appears on the last page of the newsletter).

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.

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

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

Dawn Wucki-Rossbach
drossbach@att.net
847-934-1562

**4th Quarter
2014 Legacy
Project
Luncheons**



**4th Quarter 2014
Upcoming Luncheons**

Brown Bag (bring your own)

October 1, 2014NEW LOCATION**

Geneva Fire Department
200 East Side Drive, Geneva

November 5, 2014

Prairie Arts Center
201 Schaumburg Court, Schaumburg

December 3, 2014

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.

[Click Here to RSVP](#)

**Personal Safety
Situational Awareness is
Key to Your Well Being**

October Luncheon:

Police Chief Steve Schmidt from the
Village of Elk Grove

November Luncheon:

To Be Announced

December Luncheon:

Lieutenants Michael Willison and Marion
Heintz from the Village of Downers Grove

This program will provide valuable information on improving safety within the workplace or in public. It is important to have a personal plan of action that can be implemented in a crisis situation. Attendees will learn how to best evaluate the situation, react appropriately, and ultimately improve their chances of staying safe – even if they are faced with a violent situation. The speakers will also explain how everyone has the responsibility to be alert and aware of their surroundings, and the importance of utilizing 9-1-1 as soon as an incident begins to escalate.

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

www.legacyprojectnow.org

With more than 70 municipal clients in the state, **Gallagher Benefit Services** will consult with your entity on the following:

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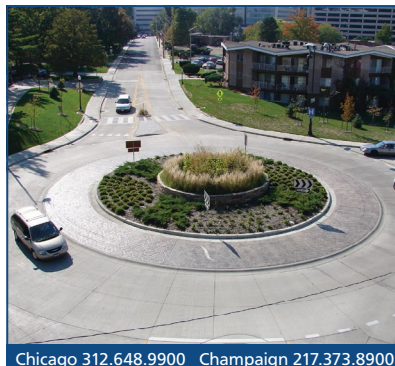
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Midwest Leadership Institute

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 at Northern Illinois University's Naperville campus, 1120 East Diehl Road, Naperville, IL. The date for the next Midwest Leadership Institute is March 23 – 27, 2015.

Visit www.cgs.niu.edu/midwest_leadership_institute for more program details and area lodging options. Please contact Dawn Peters at dpeters@niu.edu or call her at 815-753-0923 with questions.

Register Today

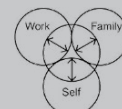


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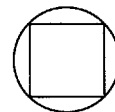
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October Luncheon

ENERGY AGGREGATION – DOES IT STILL MAKE SENSE?

With the changes ComEd plans in 2015, many municipalities are questioning whether they should continue to offer Municipal Electric Aggregation programs. Please join us on October 16th to learn the answers to these and other key questions:

- *What are the biggest challenges facing Municipal Electric Aggregation Programs?*
- *How will ComEd's new method of allocating capacity and transmission costs impact the pricing of current electric aggregation programs?*
- *Should communities look into alternative energy programs to provide to their residents such as a Municipal Gas Aggregation Program?*
- *What are the current issues, challenges, and benefits to providing a Municipal Gas Aggregation Program?*
- *What are the red flags when negotiating future energy contracts?*

Speaker: **Mark Pruitt – Illinois Community Choice Aggregation Network**
Mark has 21 years of experience in the energy commodity supply and energy efficiency markets. Over the past few years, he has assisted over 65 communities deal with the municipal aggregation challenges. We are pleased to have the opportunity to hear his insights and learn more about the future of energy supply aggregation programs.

Date: Thursday, October 16, 2014

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

Location: The Morton Arboretum (Arbor Room)
4100 Illinois Route 53
Lisle, 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. **\$55.00** (\$5 discount if attending both events) if also attending the ***ILCMA Professional Development Event: a Regional Perspective on the Future of Our Urban Forests***

RSVP: **By October 9, 2014** at <http://www.ilcma.org/forms.aspx?FID=79>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424.

*Cancellations must be made **by October 10**. Any cancellations after that date will require full payment for the luncheon.*

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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.

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. 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 a 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.

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.

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 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.

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WHEN/WHERE

Friday, Oct. 24th, at
6:30 p.m., WhirlyBall
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RSVP WEBSITE

<http://IAMMAWhirlyBall.eventbrite.com>
Register and pay online before Oct. 22nd, as
payments will not be accepted the day of the
event. Please also consider donating to the
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Village of Clarendon Hills, Village Manager

Clarendon Hills, IL (8,572) Charming, family oriented suburban community located 21 miles southwest of downtown Chicago in DuPage County. Clarendon Hills encompasses 1.7 square miles and is known for its excellent schools and beautiful neighborhoods with tree lined streets. The Village is a full service community with 90 full and part time employees and a \$14 million budget. The Village Manager is appointed by and reports to the Village President and a six member Board of Trustees, elected at large to four year staggered terms. The Village has had three Managers since 1993. Candidates will be expected to have a strong background in economic development, fiscal management as well as experience in oversight of all Village operations. Candidates must have five to seven years increasingly responsible experience in an upper management position in a community or organization of comparable size and complexity. Requires bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree strongly desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, and a collaborative, team oriented management style essential. Starting salary range is \$130,000 - \$145,000+/-, depending on qualifications and experience. Excellent benefits package. Residency not required. Submit resume, cover letter, and contact information for five professional references by October 24 to GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100. Email: HVoorhees@GovHRUSA.com

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City of DeKalb, Assistant Transportation Planner

NOTICE OF VACANCY IS HEREBY GIVEN for a full-time Assistant Transportation Planner. The Assistant Transportation Planner is responsible for managing the grants the City of DeKalb receives for public transit and assisting the DSATS Coordinator with the completion of projects and activities associated with the DeKalb-Sycamore Area Transportation Study (DSATS), the Metropolitan Planning Organization (MPO) for the DeKalb Urbanized Area, to provide long- and short-term strategies for comprehensive, cooperative, and continuing transportation planning for the DeKalb-Sycamore area. The position of Assistant Transportation Planner is assigned to the Engineering / Transportation Division of



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■ NIUNet ■ Illinois Rural HealthNet

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the Public Works Department, in the context of serving as staff to the MPO program administered through the Engineering /Transportation Division. The Assistant Transportation Planner is a full-time management position under the direct supervision of the Assistant Director of Public Works-Engineering/Transportation. The position is required to work a thirty-seven and one-half hour work week with periodic overtime, including evenings, weekends, and odd hours. Occasional travel of distance is also required. The Assistant Transportation Planner works in an office environment with some fieldwork. This position routinely handles highly sensitive and/or confidential information, and will represent the City, the MPO, and its member jurisdictions in a variety of capacities. This position is covered by the rules and regulations found in the Municipal Code and City policies and by the provisions established in the DSATS Intergovernmental Agreement and bylaws.

The current salary range is \$43,721 – \$62,223 of the Management Pay Plan. Salary placement will be determined by the City Manager.

Applicants meeting the minimum qualifications are invited to submit an application to the City of DeKalb Human Resources Division, 200 South Fourth Street, DeKalb, IL 60115. Applications are available from the Human Resources Division or at www.cityofdekalb.com. Applications are REQUIRED, resumes may be included. Deadline for applying is 5:00 p.m. on Friday, October 10, 2014.

Village of Western Springs, Senior Fiscal Assistant


The Village of Western Springs is seeking a full-time Senior Fiscal Assistant to report to the Director of Finance. Individual will be responsible for the preparation of journal entries, account analysis, bank reconciliations, and generating Village-wide payroll on a bi-weekly basis for



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all employees which include all responsibilities associated with the payroll function. Position will also assist in the preparation of Comprehensive Annual Financial Report (CAFR) and the annual budget.

The successful candidate will have a Bachelor's degree in accounting with two to four years of experience in governmental accounting preferred. Should be able to use Microsoft Excel and Word and have familiarity with accounting software. Experience with Tyler technology/MUNIS is a plus. Effective communication skills are a must.

Salary range begins at \$55,000. Interested candidates should forward a resume with cover letter, salary history, and professional references to the attention of Administration, Village of Western Springs, 740 Hillgrove Avenue, Western Springs, IL 60558 by October 8, 2014.

For additional information, visit the Village's website at www.wsprings.com. Equal opportunity employer

Intergovernmental Risk Management Agency, Accounting/Financial Analyst

Intergovernmental Risk Management Agency (IRMA), a not-for-profit company located in Westchester, Illinois, is seeking a team player who exhibits excellent attention to detail and is adept at multi-tasking for a small, but well respected organization with impressive longevity among its workforce. Duties include preparation of internal and external financial reports, financial analysis, assisting with the annual audit and budget preparation, monthly bank reconciliations, monitoring expenditures, accounts receivable, billing and cash application, accounts payable invoice entry and check issuance, journal entries and administering payroll. Excellent customer relations skills are mandatory.

Chosen candidate must possess a minimum of a Bachelor's degree in Business Administration, Accounting, Finance, Economics or a related field, plus two years of relevant experience. The person must have knowledge of payroll principles, practices & regulations as well as advanced knowledge and demonstrated proficiency using Microsoft Office and an accounting software program. Knowledge and experience with fund accounting and using report writers is desirable.

Starting Salary range: \$65,000-\$75,000
Excellent benefit package including health insurance and a defined benefit retirement plan.

E-mail resume with salary history (submissions without salary information will not be considered) to:

Hrdeptme@gmail.com

Additional information regarding this position is not available through ICMA.

Village of Homewood, Director of Economic and Community Development

The Village of Homewood is a close-knit community of 19,323 located 25 miles south of Chicago, appealing to young families accustomed to the Village's rich cultural opportunities. Homewood's geographic position is ideal with quick access to an extensive transportation network that includes I-80, I-94/I-294, I-57, and with both Amtrak and Metra's Electric Rail Line - the fastest reliable commuter line with the most stops into Chicago - Homewood is one of the top transit suburbs in metropolitan Chicago.

Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Shops and eateries, the library, schools, train, and post office are just moments away. With an emphasis on recreation and outdoor living, community festivals offer residents opportunities to build life-long relationships and connect with their neighbors. This historically proud community provides high quality municipal services, award-winning schools and park district, and a well-educated and very involved citizenry.

The Economic and Community Development Director reports to the Village Manager and will have the primary responsibility of directing all economic development and business attraction and retention programs. This position serves as the main point of contact on economic development issues and aggressively solicits corporate real estate executives, site selectors, businesses, business owners, and other economic development professionals encouraging them to locate or expand in the Village. The position also supervises day-to-day operations of the Building and Code Compliance and Planning and Zoning Divisions.

The Village seeks candidates with initiative, creativity, and a proven track-record of retaining, expanding, and recruiting businesses. The ideal candidate is a people-person adept at building relationships and has strong communication skills, the ability to think and act strategically, and have the talent to tactfully negotiate. A demonstrated ability to work with a wide variety of stakeholders including Village officials, intergovernmental partners, brokers, developers, and local business owners is required. The Director serves as the staff liaison to the Economic Development Commission, Plan Commission, Zone Board of Appeals, and Appearance Commission.

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This position will be expected to practice an open, flexible, and adaptive style of management, and to work collaboratively with peers as well as the Department's employees to foster a work environment that motivates individuals to excel and to produce results consistent with that of a high performing organization. The Director must be able to build strong working relationships within and across departments with the Village's management team, the citizens, businesses, and community.

The successful applicant will have a Bachelor's Degree in business, urban planning, public administration or related disciplines. CEcD and/or AICP Certification preferred. A minimum of five years of progressively responsible experience in economic development, redevelopment, and community development in either the public or private sector is preferred.

Salary range for this position is \$87,067 to \$116,716. This position is classified as a full-time, exempt, non-union position. All applicants must be able to work 8:00 a.m. to 5:00 p.m., Monday through Friday, occasional night meetings, and occasional Saturdays 9:00 a.m. to noon. Comprehensive benefit package includes medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, Flex 125 plan, and more. Homewood residency required within 24 months of appointment.

To apply, send resume and cover letter by Friday, October 10, 2014 at 4:00 p.m. to Michael Marzal, Assistant Village Manager, via email: mmarzal@homewoodil.gov.

City of Darien, Staff Accountant

The City of Darien (population 23,860) is seeking a Staff Accountant to report to the Assistant City Administrator. General Responsibilities: The individual in this position will be responsible for preparation of journal entries, account analysis, bank reconciliations, payroll and preparation of financial statements including monthly Board reports and assisting the auditors in completing our Annual Financial Report (AFR). The position will also be responsible for payroll tax deposits and payroll tax returns including W-2's and 1099's.

Position Requirements: The successful candidate will have a Bachelor's degree in accounting with two to four years' experience in governmental accounting preferred. The successful candidate should be able to use Microsoft Excel and Word and familiarity with accounting software. Experience with Sage Software, which is utilized by the

City for its accounting, payroll, and Human Resources systems is helpful. The candidate should be able to communicate effectively in writing and verbally across all levels of employees from Administrative to Directors and Elected Officials.

Starting Salary: The salary range for this position is \$50,725 - \$68,479 with starting salary DOQ. The Village provides an excellent benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF). Application period: Open until filled.

Village of Buffalo Grove, Community Development Director

BUFFALO GROVE, ILLINOIS (pop. 41,496) seeks its first Community Development Director. Under the direction of the Deputy Village Manager, this is a highly professional position that is responsible for the successful direction of the newly created Community Development Department. Responsibilities include supervising the economic development, planning, and building & zoning functions of the Village and requires highly technical and administrative work in urban planning. Directs and participates in the preparation of studies, plans, and projections dealing with land use, population, community facilities, transportation, housing, and similar factors affecting the development of the Village. Responsible for assisting with the formulation and implementation of the Village's economic development strategy, as well as the oversight of the permitting and inspection services the Village provides. Supervises the Village Planner and the Building Commissioner.

A bachelor's degree from an accredited college or university with major work in urban or regional planning, or a related field; Master's degree and AICP preferred; and a minimum of 6 years of experience in urban planning at the professional level. Must possess thorough and demonstrated knowledge of the principles, practices, and techniques of urban planning and zoning.

Salary is \$115,000 +/- and competitive benefits. Residency is not required, yet a high level of community involvement is expected. Must be available for occasional night and weekend meetings and events.



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Submit resume, cover letter, and contact information for five professional references by October 15, 2014 to: Mr. Arthur Malinowski, Jr., Director of Human Resources at hr@vbg.org Faxed, mailed, or hand delivered applications and/or resumes will not be accepted. Please indicate Community Development Director in the subject line. The position will remain open until filled with the initial review of applicants expected to occur during the week of October 20, 2014.

Village of Elwood, Administrative Assistant

The Village of Elwood seeks a part-time Administrative Assistant – 20 hours a week – 4 hours a day, 5 days a week.

The successful candidate must be an ambitious, self-reliant, and focused individual to perform a wide range of administrative functions that require problem solving skills under minimal direction. Must be a team player and have the ability to handle sensitive information and maintain perspective under pressure. Hourly rate will commensurate with experience.

Qualifications:

- 4+ years' experience as a department assistant
- Excellent computer skills, including experience with Microsoft Office (Word, Excel, Outlook, and PowerPoint), Google docs and others
- Excellent communication skills in oral and written form
- Follow instructions, organize, and prioritize work
- Understand appropriate filing and recordkeeping systems
- Creative energy, self-starting, ability to manage multiple assignments with an attention to details
- Ability to work individually and as a member of a team

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.

Application:

To apply please submit via email a resume, cover letter, job application form and three (3) professional references to Max Bosso, Director of Engineering and Public Works, at max.bosso@villageofelwood.com

Job Application can be downloaded from the Village website at www.villageofelwood.com or picked up at village hall: 401 E. Mississippi Ave, Elwood, IL 60421. Position open until filled.

Village of Winnetka, Fire Department Analyst

The Village of Winnetka is seeking a Fire Department Analyst. The Fire Department Analyst works under the immediate supervision of the Fire Chief. This position provides the Fire Department with support in the areas of project management, accounting and budgeting, statistical analysis and research, payroll, and general administration.

Responsibilities also include overseeing the reception area of the Fire Department, managing ambulance billing, preparing communication materials, assisting in software implementation, and responding to Freedom of



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Information Act requests directed to the Fire Department.

Desired Minimum Qualifications:

- Bachelor's degree required or specialized course work in general office practices, payroll, accounting, Firehouse Software, or fire department administration;
- Two to four years' minimum recent work experience;
- Working knowledge of Microsoft Word and Outlook and the ability to learn Microsoft Excel, Access, Adobe Acrobat, and other software. New World Financial Software and Firehouse Software experience a plus;
- Valid driver's license; and
- Excellent customer service skills.

Other Requirements:

- Excellent written and oral communication skills.
- Ability to exercise good judgment and discretion.
- Good organization and prioritization skills; ability to manage projects within defined constraints.
- Good knowledge of business mathematics, statistics, research methodology, as well as experience with computer spreadsheets, databases, and related software.
- Analytical, planning and management skills that can be applied to maintain/enhance a high level of services.
- Ability to acquire and apply thorough knowledge of Village and Department policies and procedures.

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. Work activities are typically conducted in a climate-controlled open office environment and noise levels are usually quiet.

This is a full-time, exempt position. Salary range: \$50,824 to \$72,779 (DOQ) plus excellent benefits.

The Village of Winnetka (population 12,200) is an established North Shore suburban community, located approximately 20 miles north of Chicago. Winnetka's six operational departments provide the following primary services to the community: police, fire, and emergency medical services; highway and street maintenance and reconstruction; forestry; building and code enforcement; public improvements; economic development; planning and zoning; waterworks and sewerage; refuse collection; electric; parking system; and general administration.

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Winnetka's Fire Department is an "all hazards response department" consisting of 28-members, including 25 sworn members. The Department serves the residents of the Villages of Winnetka and Kenilworth as well as residents of unincorporated Cook County. In 2013, the Department responded to over 2,000 calls for service and received an upgraded ISO rating to 3.

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

Mark Swenson, Human Resources
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Email: mswenson@winnetka.org
Phone: 847-716-3545

Village of Carpentersville, Assistant Finance Director

The Village of Carpentersville, Illinois, population of approximately 38,000, a full-service community located in northeastern Kane County, Illinois, approximately 30 miles northwest of Chicago, seeks an Assistant Finance Director.

This position has primary responsibility for analytically examining the Village accounting system's output to help determine if the Village could be more effectively spending or investing its funds or could more efficiently handle its revenue collection functions. This position also exercises direct supervisory responsibility over Finance Department accounting staff members and is involved in the planning, organizing, coordination, and direction of the Village's financial activities. Position duties will also include the completion of a variety of special assignments as assigned by the Finance Director.

This position functions under the direct supervision of the Finance Director, who reviews work for results obtained and for general conformance with departmental policies and objectives through discussions and analysis of the quality and insight of reports and recommendations.

Candidates should have a Bachelor's Degree in finance, accounting, public administration, business, economics or a related field. Master's Degree, CPA, or CPFO a plus. Candidates must have at least three years of experience

in public sector accounting or closely related field. The successful candidate will be a highly collaborative, experienced individual with a proven track record of progressive fiscal management, with the ability to work collaboratively with department staff on the Village's financial strategies.

Annual salary range for this position is \$72,207 - \$98,264 +/- DOQ. Submit résumé, cover letter and contact information for three work-related references to Sean McGovern, Assistant to the Village Manager, Village of Carpentersville, 1200 L.W. Besinger Drive, Carpentersville, Illinois 60110, or smcgovern@vil.carpentersville.il.us. Position is open until filled. The Village of Carpentersville offers a competitive benefits' package and is an Equal Opportunity Employer.



20 N. Wacker Drive, Ste #2100
Chicago, IL 60606

Call Dean Nicol at 312-681-1814 or
email dtnicol@integritysenergy.com
OR

Call Jay Dalicandro at 312-681-1820 or
email jjdalicandro@integritysenergy.com

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