

City/County Management IN ILLINOIS

Volume 10 No. 2

Strengthening the quality
of local governance through
professional management

SEPTEMBER
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>

September 3
Legacy Project Luncheon
Woodridge, IL

September 5
SWICMA Meeting
Collinsville, IL

September 10
IAMMA Orientation/Luncheon
Location TBA

September 11
Cal-ICMA Webinar

September 14 – 17
ICMA Annual Conference/100th Anniversary Celebration
Charlotte/Mecklenburg County, North Carolina

September 15
ILCMA Reception at ICMA Conference
Charlotte, NC

September 18 – 20
IML Conference
Chicago, IL

October 3
SWICMA Meeting
Location TBA

October 10
IAMMA Luncheon
Elk Grove Village Hall

October 16
ILCMA Professional Development
The Morton Arboretum, Lisle

October 16
Metro Manager Luncheon
The Morton Arboretum, Lisle

October 30 – 31
Downstate Meeting
Champaign, IL



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2014 ICMA Service Awards

10 YEARS

Daniel William Di Santo, Village of Bensenville
Kevin J. Jackson, City of Champaign
Douglas A. Krieger, City of Naperville
Douglas J. Petroschius, Village of Lincolnwood
Stan Urban, III, Village of Dolton

20 YEARS

Peter B. Austin, County of McHenry
Kevin Baity, City of Carbondale
Bradly J. Burke, Village of Lincolnshire
Donald L. Gloo, County of Lake
Barry Krumstok, City of Rolling Meadows
Mark Moran, City of Galena
Cole S. O'Donnell, City of East Moline
James R. Ryan, City of Rockford
David A. Strohl, Village of Forsyth
Thomas Edwin Thomas, City of Rock Island
Todd A. Thompson, City of Galesburg
Jeffrey Allen Wilkins, County of Kendall

25 YEARS

Robert M. Bahan, Village of Winnetka
Wally Bobkiewicz, City of Evanston
Cameron Davis, Village of Homer Glen
John J. DuRocher, Jr., Northwest Water Commission
David A. Hales, City of Bloomington
David A. Lothspeich, Village of Long Grove
Juliana A. Maller, Village of Hanover Park
Gary Mayerhofer, City of Crystal Lake
Catherine J. Peterson, Village of Lakewood
Max L. Slankard, Village of Skokie

30 YEARS

Gary W. Boden, City of Marengo
Michael J. Ellis, Village of Grayslake
Timothy J. Frenzer, Village of Wilmette
Richard E. Helton, Village of Savoy
John D. Marquart, Village of Shiloh
Mark R. Peterson, Town of Normal
Robert J. Pilipiszyn, Village of La Grange
Ronald R. Searl, Village of Westmont

35 YEARS

Gerard J. Bauer, City of Decatur
John N. Berley, Village of Addison
Martin J. Bourke, Retired
John F. Carlson, City of West Peoria
Larry R. Deetjen, Village of Oak Lawn
James D. Hock, City of Joliet
David A. Mekarski, Village of Olympia Fields

40 YEARS

Robert M. Karls, City of Pontiac

45 YEARS

William C. Dixon, Village of Arlington Heights



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Who's Who Directory Update

Pietro Scalera has been appointed as the new village administrator in Bloomingdale, beginning in October. He was formerly the village manager in Riverside.

Jimmy Morani has been selected to be Columbia's next city administrator. He is expected to begin on October 20. Jimmy was previously the village administrator of New Baden.

Village of Bartlett Management Analyst **Scott Skrycki** has been promoted to assistant to the village administrator.

Nick Santoro is the new assistant to the administrative service director in Glenview. He was formerly a management fellow in Downers Grove. His new contact information is as follows:

Nick Santoro
Assistant to the Administrative Service Director
Village of Glenview
1225 Waukegan Road
Glenview, IL 60025
Email: nsantoro@glenview.il.us



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Welcome New Members!

Alan Avitia, Elk Grove Village, Administrative Intern
Jeanna Ballard, Village of Algonquin, Management Intern
John Bosman, Camosy Construction
Hannah Bresson, Village of Glenview,
Administrative Intern
Denise Bulat, Bi-State Regional Commission,
Executive Director
Peter Cahill, Village of Buffalo Grove, Mgmt. Analyst
Jennifer Clough, Village of Lake in the Hills, Assistant
Village Administrator
Lowell Crow, City of Monmouth, City Administrator
Aaron Ferrer, Illinois Army National Guard, Human
Resource Manager
Kevin Fleming
Megan Golden, Village of South Elgin, Deputy
Village Administrator
Tyler Hall, City of Highland Park, Administrative Intern
Chris Heggen, OpenGov.com
Aaron Howe, Village of Oswego, Administrative Intern
Samuel Hughes, Village of Bartlett, Administrative Intern
Maggie Jablonski, Elk Grove Village, Asst. Village Manager
Robert Karls, City of Pontiac, City Administrator
Ryan Macks
Matthew MacRitchie, MTI Construction Services Inc.,
Vice President
Bill McGrath, City of Batavia, City Administrator
Evan Michel, Village of Buffalo Grove, Mgmt. Analyst
Kyle Moss, City of Naperville, Management Intern
Ann Olson, City of Evanston, Management Analyst
Anna Paul, Village of Barrington Hills, Director of
Communications
Austin Pollack, Village of Hoffman Estates, Administrative
Intern
Gregory A. Porumbescon, Northern Illinois University,
Department of Public Administration, Asst. Professor
Kathy Siebrasse, Northern Illinois University-Broadband
Initiatives
Kevin Smith, City of Sterling, City Manager Intern
Austin St. John, State of Kansas Department of
Administration, Municipal Services Specialist
Tom Stoker, OpenGov.com
Donald Stolberg, University of Missouri-St. Louis,
Student
Evan Summers, City of Berwyn, Asst. City Administrator
Steve Super, Village of South Elgin, Village Administrator
Shuntai Sykes, Village of Riverdale, Village Administrator
Debbie Van Sickle, Village of Winfield, Administrative
Intern
Rusty Winchel
Eric Zeemering, Northern Illinois University,
Department of Public Administration, Assoc. Professor
Jeff Zoephel, Village of Montgomery, Village Administrator

Corporate Partner Spotlight

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

Web-based GIS Application

Make your Geographic Information System (GIS) work harder for you

By Andrew E. Zaletel, GISP, Baxter & Woodman, Inc. GIS Manager

A Geographic Information System (GIS) is a valuable tool. For years, communities have used GIS to enhance Asset Management, Data Collection/Conversion, GPS Survey, Master Planning, On-Site Training, Sanitary and Stormwater Systems Modeling, Water Distribution Modeling, Zoning, Floodplain, Parcel Mapping, and Utility Atlas development.

Now you can make your Geographic Information System even more powerful than before by creating a web-based GIS. A web-based GIS will save thousands of dollars by creating a one-stop shop for valuable information and allowing more people to access current data.

How does a web-based GIS work?

The web-based platform makes your GIS information available to authorized users through a web browser. Web GIS development moves your GIS data from your desktop to the Internet on a GIS webpage allowing information to be more easily shared with others.

What type of information can be managed on a web-based GIS?

A web-based GIS creates a centralized location for all kinds of information, such as:

- Critical Infrastructure (Water Mains, Sanitary and Storm Sewers)
- Parcel Boundaries, Street Centerlines, Street Addresses, Corporate Limits
- Zoning Boundaries/Classifications
- Subdivision Plats and Plans, Annexation Agreements
- Bid Documents
- Permits
- Aerial Photography
- Digital Photos

What functions can a web-based GIS assist with?

- Ability to search and report.
- Select features and view underlying data.
- Create and print customized map layouts.
- Link to multiple databases.

Ability for the public to view some information, while more proprietary information must be available via a username/password combination.



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How can my community get started developing a web-based GIS?

There are many sources to assist with implementation of a web-based GIS. Baxter & Woodman, Inc. currently has a strategic partnership with Latitude Geographics. Cityworks®, Latitude's core product, is a leading GIS-centric public asset management solution designed around ESRI's ArcGIS server technology. The software features flexible out-of-the-box tools, processes, and features that give any organization a powerful jumpstart when building and maintaining a web-based GIS.

CASE STUDY:

A Web-Based GIS Success Story!

A northwest suburban municipality with a population of approximately 14,000, recently went live with Cityworks®. The municipality currently uses Cityworks® Server AMS for streets, water, wastewater, and storm sewer.

What benefits has the municipality seen since implementing Cityworks®?

A GIS Focus

The GIS-centric nature of Cityworks® ties well into the workflow of this municipal GIS. The municipality uses server-based GIS and focuses on a geocentric approach, meaning all GIS data is stored in a centralized repository for use in multiple systems: desktop, web, mobile, etc. Cityworks® ties directly into this geocentric system, taking advantage of the single data source. The benefit of this design is that when centralized data is updated, all applications have instant access to that change. Therefore, referenced data is never out-of-date or needlessly duplicated, eliminating redundancy and confusion.

Planning and Analysis

Utilizing Cityworks® has decreased paperwork and helped to create an ongoing record of work activities documented in the system. The ability to retrieve information down the

continued on page 7

Corporate Partner Spotlight

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How big of an Issue is Inefficiency?

By Ken Demlow, Beehive Industries

How much is inefficiency costing you and your organization? Some of our customers have worked on defining that – and their results were surprising.

First, let's define inefficiency. Here are some questions that can help think through that:

- How much time is spent just looking for documents?
- What questions have to be answered repeatedly that could have automated answers?
- Is information easily available or do the ways it is stored make it take a long time to get or find?
- Is there a bottleneck of data sharing because a person has it rather than a system?
- How much information is stored in files or in people's minds?
- Where are areas that open your organization up to legal and inspection exposure because documentation isn't what it could be?
- How readily available is management information, how reliable is it, and how up-to-date is it?

One great example of inefficiency was shared by the City of Austin, TX at a gathering I attended. They were going to have one of their big, international festivals and had planned to block off three blocks for it. Unfortunately, that information didn't get to the Street Department. One week before the festival, they started road construction on one of the blocks, tearing out the entire street for that block. A city official drove by and saw the missing street and was mortified. They had to put down a temporary street, then tear it back up two weeks later to do their construction.

Second, let's think through the costs when those areas are inefficient:

- Of course, there is the lost time – hours wasted have a direct cost.
- There is also a cost in employee morale – inefficiency is often frustrating and limiting – especially to your best employees.
- There is a cost in the public perception of your organization.
- Legal and inspection exposure can get very costly very quickly – even the hours putting together information to defend can be enormous.
- It can cause stress all through the organization – not knowing where things are, if they got done, etc., is stressful.



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What is the scope of these inefficiencies? That, of course, varies from organization to organization. Here are some real examples from actual municipalities:

- One with a population of about 35K told us that having an efficient system has saved them thousands of hours per year. You read that correctly – thousands of hours per year.
- Another smaller city told us that one of their key administrative people saved a day a week from having an efficient system and work flow.
- And, another said that, so as not to burden their other employees, they had hired two full-time permanent people just to find and organize documents.
- One last example, a City Manager told us that having a good, efficient system that shows him accurate management information helps him sleep better at night – he said having data that clearly and accurately shows that things are being done when they should be done actually helps him sleep better.

So, what can you do? Are inefficiencies just part of running an organization? Possibly, but from information from our customers, it seems that there are things that can be done to improve efficiencies – and those could have dramatic effects. Here are some ideas:

- Set the tone of efficiency – seek out inefficiency (see the system vs. people point below – blame the system, before blaming people) and make system improvements.
- One way to do that is to ask your team members the questions at the beginning of this article. They usually know and are frustrated by the things that waste their time.

continued on page 7

IML Managers Monthly Column

Annual IML Conference Provides Partnership Opportunities

By John Downs, Village Administrator, Mokena and Chair, IML Managers Committee

The annual Conference held in Chicago is the single largest event sponsored by the Illinois Municipal League. The upcoming 3-day conference (September 18-20) will bring hundreds of attendees from the entire State with a large percentage being local elected officials. Mayors, Village Presidents, Trustees, Council Representatives, and elected Clerks will attend to gain knowledge and insight while interacting with fellow local officials. One of the most important aspects of this conference focuses on the wide variety of experiences and perspectives brought by all conference attendees. Simply put, this conference provides us an excellent opportunity to share the value of our profession with many elected officials throughout the entire State.

While there will be an abundance of other conference activities, the educational sessions still represent the backbone of learning opportunities for attendees. In an effort to formulate stronger partnerships with those elected officials attending the conference, your IML Manager Committee has organized and will present four excellent educational sessions. These sessions are primarily designed to provide insight regarding our profession for the elected officials in attendance. To assist us in attracting interest in these sessions, the ILCMA logo will be denoted next to the session description in the conference brochure. Our logo will identify each session as being sponsored by the IML Manager Committee (on behalf of our entire profession). Brief summaries of the four sessions are found below.

Financial Management and Oversight for Elected Officials, The Sequel: “It’s not just the big things that count” This session will focus on the most important aspects of financial oversight for elected officials. Everything from cash management to investing will be covered in a practical and useful fashion.

“What we’ve got here is a failure to communicate” This session goes beyond Facebook and Twitter and will provide successful and concrete ideas to improve the flow of information and communication with citizens, many at low or no cost to your City or Village.

Public Transparency: “Buzzword or Essential Business” This session will focus on public transparency by drawing on the experiences of three Illinois municipalities and their efforts to sort through what is meaningful transparency – and what may be less so. Topics addressed



Educate. Advocate. Empower.

will include FOIA, airing of public meetings, third-party evaluations of transparency, community engagement, and others.

Professional Managers - Followers – Leaders - or Facilitators - “You Make the Call” This session will focus on the fundamental responsibilities of every professional when partnering with elected officials, boards and councils. Topics ranging from professional style, longevity, performance, political transition, and recognizing the unique “personality” of each community will be addressed.

In addition to the four quality educational sessions listed above, your IML Manager Committee has embraced three informal strategies to advance a stronger partnership with local elected officials. These strategies include:

Having professional managers take a more active role in the preparation and delivery of topics and session materials.

Introducing each session with a consistent message that we (as professional managers) respect the work and role of all local elected officials.

Stressing that through the joint effort of both ILCMA and the IML, we are partnering to assist all local elected officials to strengthen local government practices in Illinois.

The IML Managers Committee members collectively feel this cohesive approach will send a more positive message about our adaptive ability and willingness to be partners with elected officials throughout the State. I would like to thank all of the members of the IML Managers Committee for their effort and focus in advancing professional management in Illinois.

Current Committee members include:

Jim Norris, Hoffman Estates
Mell Smigielski, MIT
Walter Denton, O’Fallon
Sue McLaughlin, MIT
Mark Peterson, Normal
Lew Steinbrecher, Moline
Mary McKittrick, Geneva
Paul Grimes, Orland Park

On behalf of the above Committee members, we appreciate the great work of all professional managers throughout Illinois. Let’s keep up the good work for the citizens and customers we proudly serve each and every day.

Baxter & Woodman, continued

road for planning and analysis is a major driving force behind using the program. Having historical data is valuable as it will help the municipality make better informed decisions for future planning and budgeting.

Enhanced Communication

As a cloud-based system, Cityworks® has unified departments, providing a link for otherwise separate departments to be more closely integrated. This integration has increased intradepartmental communication and allowed departments to be more aware of what is going on throughout the community.

The system has been working well and this municipality has plans to implement Cityworks® for tree maintenance in the near future.

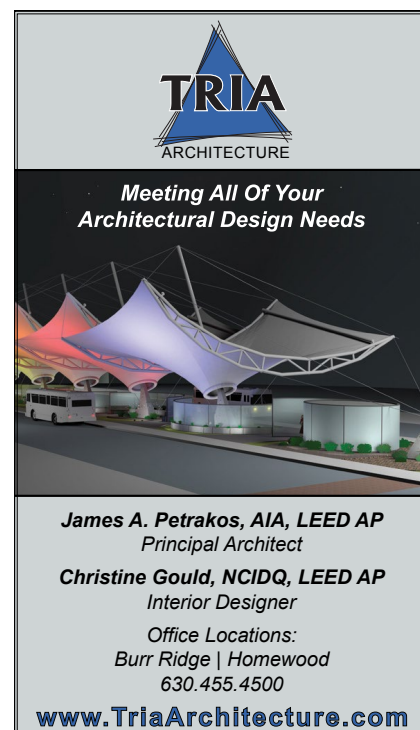
A web-based GIS is easy to use and will allow your community to operate more efficiently by centralizing important data. After a few short training sessions, your organization should be off and running and ready to use your web-based GIS to start saving your community money.



Beehive, continued

- When something isn't what it could be, that gap falls into either a "system" problem or a "person" problem. We often blame people for things that are wrong in our system and that is a shame. To be sure, people problems do exist, but having an inefficient system needs to be solved at the system level.
- System solutions need to be easy to learn and easy to use— so that we don't make the system harder when we try to improve it.
- Be careful not to fall into the trap of saving a penny and losing a dollar – how much is a system worth that can save thousands of hours per year, improve the municipality's image with your citizens and help people sleep better at night? It isn't uncommon for the system to save more than the cost of the system. And, one legal issue or inspection can have far greater costs than an entire system.
- De-Silo – all of us have silos of data – different systems, different filing cabinets, people's minds, etc., – every silo leads to inefficiency.
- One last idea is to think – one touch. One central place for data that is easy to use (and that has proper permissions and security). That encourages appropriate sharing of information – think back to the Austin, TX example.

We have some very practical examples that we would be glad to share with you of the above efficiencies. Please either email Ken Demlow at kdemlow@beehiveindustries.com or call me at (800) 875-0935, ext. 367.



Refreshing the Range Rider Program in its 40th Year

By Bob O'Neill, ICMA Executive Director

In April 2013, I appointed a Range Rider 2014 Advisory Committee to celebrate 40 years of the Range Rider Program and to enhance its value to ICMA members and to state associations in the second century of ICMA. The Range Rider Program, now in 22 states, has been a valued service and is an important partnership between ICMA and state associations.

The Advisory Committee was composed of key stakeholders: Range Riders, state secretariats and state leaders from the states with programs, and other members served by the program, such as former MITs and first time administrators in those states. The Committee engaged Range Riders and state sponsors in the development of the recommendations. The Committee's recommendations to "refresh" the program for the future have been approved by the ICMA Executive Board.

A number of the adopted recommendations reinforce current guidelines, but I wanted to take this opportunity to review with you those that involve changes and/or greater clarity.

Name Change

The Committee, and others who provided feedback, urged a change in the name from Range Riders to Senior Advisors to better describe the role and its primary emphasis on providing members with advice and support. Those members who are currently serving ICMA under the title of Senior Advisors will become ICMA Liaisons to better describe their role serving as ICMA representatives to state associations and other groups. This change in titles will become effective at the 2014 ICMA Annual Conference.

Enumerate Clear Goals and Responsibilities

All state sponsors are asked to adopt a Range Rider Program Policy, clearly indicating program goals and the responsibilities of Range Riders and the state association. ICMA has provided and now updated a recommended policy for state sponsors to adapt. ICMA will work with you to create a policy or modify, if needed, the policy you already have. ICMA's guidelines for the program outline responsibilities for all three parties to the program: Range Riders, state sponsors and ICMA. The goal is to foster performance and accountability for all parties and to provide consistency in meeting member expectations across the country while at the same time providing flexibility

in recognition of the differences in needs, geography and resources of state sponsors.

Establish Terms and Periodic Reviews

State sponsor Range Rider Program Policies are asked to include terms and periodic reviews for Range Riders in order to ensure continued vibrancy and effectiveness for the program. Some states have already established this practice. To facilitate conversations on mutual expectations, the new guidelines establish an initial appointment of one year for new Range Riders and a review and conversation after that first year. Then two year reappointments follow with a review at least every two years to discuss how things are going. The reviews should be based on clear expectations/criteria as outlined in the state's Range Rider Program Policy. To assist states with limited resources, ICMA has been asked to develop a model template for a review process that states can adapt.

Non-CAOs Eligible to Serve as Range Riders

Members who have not served as CAOs but as Deputy or Assistant Managers (non-CAOs) are now eligible for appointment as Range Riders. The Committee and the ICMA Board recognize that some career assistants have much to offer. State association boards should exercise appropriate discretion in selection of and evaluation of Range Riders, whether they are CAO's or Non-CAO's.

continued on next page



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Range Riders, continued

What's important for a Range Rider is to be transparent and candid about past experience since outreach to others with relevant experience is part of any Range Rider's tool kit.

Guidelines for Part-time Consultants Modified

The conflict of interest guidelines have been modified to allow more members engaged in part-time consulting to serve in the program. Recognizing that members may wish to remain active in retirement and/or need to supplement sources of retirement income, the following guideline has been adopted:

A Range Rider may be employed part-time by a consulting firm if:

- the focus is on providing technical expertise on individual projects
- there is no responsibility for soliciting business or for client development/maintenance for purposes of future business

An annual review is recommended to assess whether there are any perceived conflicts and whether adequate time is available to serve members.

Policy on Manager Placement Work

A statement of policy has been developed to clarify any Range Rider involvement in manager placement work. Some states or Range Riders individually help identify candidates and advise on the recruitment process for communities, especially small ones, which have chosen not to use a search firm. It was agreed that any involvement was up to the state sponsor, but that assistance should not include selecting finalists or participation in the final selection process.

The guidelines and manual on the Range Rider Program section of ICMA's web site have been updated to reflect all changes/clarifications except for the name change. That change will occur in September. We look forward to working with you to implement what we believe are enhancements to the existing program which has served members so well for four decades. If you have any questions or concerns, please let me know.

Sincerely, Bob



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FALL DOWNSTATE MEETING

Champaign, IL
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.

Presenter: **Tom Gavin, RW Baird**

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 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 & 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 & 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 & 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: Please call **the Hyatt Place**, 217 N. Neil St., Champaign, IL. Please call 1-217-531-2800 to **reserve your room by October 16, 2014**. Rooms are \$129.00 plus tax. **Be sure to mention that you are with "Downstate Managers" for the negotiated rate.**

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.



IAMMA September Luncheon

Wednesday, September 10, 2014

Location:

Elk Grove Village Hall
901 Wellington Ave, Elk Grove Village, IL 60007

Time:

Intern Meeting 10:30 a.m. Lunch and panel 11:45 p.m.

Cost: \$10.00 (cash or check) for lunch; interns eat free with attendance at intern meeting
Checks can be made payable to IAMMA.

Please RSVP for luncheon by Friday, Sept. 5

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

Topic: The future of the profession and developing your local government career

From the viewpoint of newer and mid-career professionals, where is our profession headed?
What can we learn from others, in order to better ourselves and our communities?

Please join us for an open panel discussion featuring professionals in a variety of departments that will provide opportunities for attendees to ask questions about challenges, the work environment, and everyday life of a municipal employee.

(Submit anonymous questions ahead of time via the RSVP tool!)

Prior to the lunch, interns will meet at 10:30 for an information session about the organizations and resources available to them as they begin their municipal journey. Brief networking between meeting and lunch session.

Lunch fee covers lunch provided by Jimmy Johns. Please advise in the RSVP if you will be bringing a brown bag or would like to order lunch.

This is an open event to all members — new to experienced professionals are encouraged to attend!

Payment and Attendance Policy:

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

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Identifying, Qualifying, and Cultivating Donors

October 16, 2014 - NIU Naperville (2 half day workshops)
Collective-Bargaining: Labor and Management Relations
Competitive Bidding: From Proposal to Delivery of Services



October 21, 2014 - NIU Naperville
Policing in a Democratic Society



October 30, 2014 - DeKalb County Community Foundation
Nurturing the Leader Within: Doing It

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www.cgs.niu.edu



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 Range Riders 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 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.

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

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

Dawn Wucki-Rossbach
drossbach@att.net
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ILCMA Reception at the ICMA Annual Conference in Charlotte

Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The ILCMA reception will take place after the NIU MPA Alumni Dinner. ILCMA is planning an after dinner cocktail reception at **Ri Ra Restaurant**, which is just blocks from the convention center.

Location: Ri Ra Restaurant
208 N. Tryon Street
Charlotte, NC

Date: Monday, September 15, 2014

Time: 8:30 p.m. – 11:00 p.m.

Please join ILCMA for an evening of networking and fun!

We hope to see you at the ICMA 100th Annual Conference in Charlotte, NC in September!

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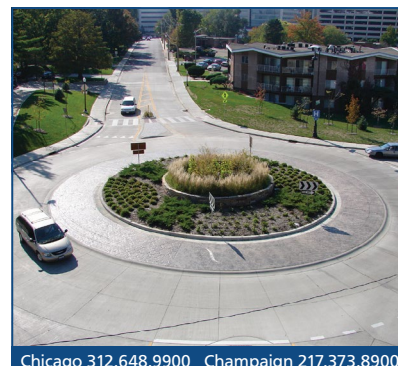
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Illinois City/County Management Association 815-753-5424 ■ Fax 815-753-7278

ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up

Count me in! I have indicated three (3) time slots that I can work

Name: _____

Title: _____

Address _____

Phone _____ Fax _____ e-mail _____

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, September 18

Friday, September 19

_____ 2:00 pm – 3:30 pm

_____ 10:00 am - 11:30 am

_____ 3:30 pm - 5:00 pm

_____ 11:30 am – 1:00 pm

_____ 1:00 pm – 2:30 pm

_____ 2:30 pm – 4:00 pm

_____ 4:00 pm – 5:30 pm*

*There is a Dessert Reception for attendees in the exhibit hall being held from 5:30 – 6:30 pm. on Friday.

_____ YES, my mayor is willing to staff the booth with me!

Please respond by September 11th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or e-mail your response to:

Fax: 815-753-7278

Email: dpeters@niu.edu

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City of Fulton, Tourism and Community Services Director

The City of Fulton, Illinois (population 3500) is seeking an energetic and qualified individual to serve as Tourism and Community Services Director. This dynamic position is responsible for executive management of Fulton's tourism industry which includes marketing the City of Fulton as a tourism destination, providing oversight of city-owned tourist attractions, and managing the Fulton Welcome and Information Center. The position also serves as Director of the Robert Fulton Community Center and is responsible for developing programs and activities that meet the cultural and recreational needs of the community, organizing fund-raisers and obtaining corporate sponsorships, and partnering with volunteers and local service organizations to organize community-wide events. The Tourism and Community Services Director also maintains the City of Fulton website and publishes the city's quarterly newsletter.

The successful candidate will have knowledge of tourism marketing principles, practices, and strategies, as well as experience in promoting cultural, recreational and community service programs for various age groups. The candidate should be familiar with the methods and techniques to effectively promote community participation in City sponsored activities, management and supervisory principles and practices, preparation and administration of departmental budgets, and high quality customer service.

A Bachelor's degree and three (3) years of experience in marketing, tourism, and/or managing cultural or recreational programs, services and projects is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Starting salary is \$35,000 - \$40,000 (DOQ) with health benefits.


Applicants must include a cover letter, resume, three (3) professional references, and a completed City of Fulton Employment Application. Employment Applications and a complete job description can be obtained from the Fulton City Hall or on the city website at www.cityoffulton.us/. Please forward all resume packets to the Fulton City Administrator, 415 11th Ave., Fulton, IL 61252, or email to edcannon@cityoffulton.us. Deadline for submitting applications is September 24, 2014.

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Village of Forsyth, Community and Economic Development Coordinator

The Village of Forsyth (3,490) is seeking qualified applicants for the position of Community and Economic Development Coordinator.

Job duties include, but are not limited to, serving as Zoning Official and Plat Officer for the Village, providing staff support to the Planning and Zoning Commission, providing administrative oversight of building inspection and code enforcement activities, and performing economic development activities, including business attraction, expansion, and retention activities.

The successful candidate will have a Bachelor's degree from an accredited college or university with major course work in city/urban, land use, or regional planning, geography, architecture, landscape architecture, engineering, public or business administration, political science, economics, finance, marketing, or a closely related field; three (3) years experience in community development, economic development, planning, or a closely related field; or, any equivalent combination of education, training, and experience. Starting salary is \$50,000+/-, DOQ, plus benefits.

Please submit cover letter and résumé to dstrohl@forsythvillage.us or to Village Administrator, Village of Forsyth, 301 S. Route 51, Forsyth, IL, 62535. Position open until filled.

Village Administrator - Village of New Baden, Illinois

The Village of New Baden (pop. 3,349), a progressive bedroom community in Clinton and St. Clair Counties, seeks an energetic individual to serve as Village Administrator. Located 30 minutes from downtown St. Louis and 11 miles east of Scott Air Force Base, New Baden is experiencing commercial growth at the I-64 interchange and has recently completed several large capital projects.



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The Village Administrator, who reports to the Mayor and Board of Trustees, will manage the day-to-day operations of village government and work collaboratively with the governing body to develop and implement policies. The Village's departments consist of Administration, Police, Emergency Medical Services, Public Works and Park/Recreation. The Village has 15 full-time and 25 regular part-time employees with an annual operating budget of \$3.5 million.

The Village Administrator is expected to excel in a lean organization that requires hands-on responsibilities in finance, economic development, planning/zoning, and human resources. Additionally, the Village Administrator will frequently have contact with residents and business owners and therefore must have excellent interpersonal skills. The Village embraces the philosophy of professional management and will expect the Village Administrator to engage in continuing career and educational development.

The successful candidate will possess a bachelor's degree in public administration, business administration, urban planning or related field (master's degree preferred) and a minimum of 3 years' experience in local government management. Equivalent education and relevant work experience will be considered. Total compensation package will be commensurate with qualifications and experience.

Candidates should apply by Friday, September 5, with a cover letter, resume, and salary history to: Village Administrator James Morani, 1 East Hanover Street, New Baden, IL 62265 or jmorani@newbadenil.com. EOE.

City of Urbana, Finance Director/Comptroller

Join our team! The vibrant micro-urban community of Urbana, Illinois (pop. 41,518) is seeking a dedicated, team-oriented leader with solid financial expertise and a commitment to excellence to join our team as the new Finance Director/Comptroller. Home to the University of Illinois' flagship campus, the city offers many highly desirable amenities normally associated with much larger metropolitan centers. Among these are an internationally diverse population, strong technology base, a vibrant arts, culture, and entertainment scene, and animated public discourse on major societal and global concerns.

Qualified applicants will have demonstrated knowledge of Government Accounting Standards and a strong understanding of the CAFR preparation process, strong leadership skills, supervisory experience, experience in the successful use of technology to enhance financial performance, and experience in a high level of concise, accurate communication with elected City and appointed

officials and staff. Candidates with a related master's degree and/or CPA are highly preferred.

For more information or to apply, please visit: www.urbanainillinois.us/jobs. The position will remain open until filled, with the first review of applications will take place after Sept. 19, 2014. Electronic (faxed or emailed) submittal of application material will not be accepted.

The City of Urbana Welcomes Diversity! We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. EOE

City of Gurnee, Economic Development Director

Gurnee seeks its first Economic Development Director. A major hub of commerce and entertainment in northeastern Illinois, Gurnee delivers small-town friendliness with big-city vitality. Gurnee is a distinctive and progressive community that is home to two of the Midwest's largest attractions – Six Flags Great America amusement park, and Gurnee Mills, a 1.9 million square foot destination shopping center. In addition to Gurnee Mills, the Village has another 21 shopping centers and 14 industrial/office parks. Gurnee is also a substantial hospitality center with more than 1,700 hotel rooms and 135 restaurants. The Village is 38 miles north of downtown Chicago, strategically located on I-94.

The Economic Development Director is a newly created position, offering the ideal candidate the chance to design and deliver the Village's economic development program. The Director will also be in charge of developing and executing Village branding, marketing and promotion strategies. 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, not bureaucracy.

High energy, enthusiasm and passion are a must for this position. Ideal candidates will have strong communication skills, the ability to think and act strategically, and have the talent to tactfully negotiate and "close the deal." A demonstrated ability to work with a wide variety of stakeholders including Village officials, intergovernmental partners, brokers, developers, and local business owners is required.

A bachelor's degree in business, marketing, communications, public administration or related disciplines is desired, or an equivalent combination of education, training and professional experience. Six years of progressively responsible experience in economic development, redevelopment, marketing and social media strategies in either the public or private sector are preferred. The position will report to the Village Administrator, and will serve as staff liaison to the Village's Economic Development Committee.

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

Salary is \$90,000 +/- and competitive benefits. Residency is not required, yet a high level of community involvement is expected. Must be available for occasional night and weekend events. Submit resume, cover letter, and contact information for five professional references by September 8, 2014 to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees, GovHRUSA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100. Electronic Submission Preferred.

Village of Hinsdale, Public Services Director

Hinsdale, IL (16,816) Historic, beautiful community with charming downtown and architecturally distinct homes seeks its next Director of Public Services. Home to nationally recognized schools and a downtown that is listed on the National Register of Historic Places, Hinsdale is a highly desirable community. Located 20 miles west of Chicago in DuPage and Cook Counties, Hinsdale is a full service community with a \$42 million total budget and 92 employees. The Village of Hinsdale is seeking a progressive, highly collaborative public works executive to serve as its next Public Services Director. The position reports to the Village Manager and is responsible for the following areas: engineering, parks maintenance and horticulture, water/sewer, building maintenance, forestry, roadways and vehicle maintenance. The Public Services Department has 24 full time and 5 part time authorized positions, a \$10 million operating budget and a capital budget that varies between \$6 million and \$10 million. The next Public Services Director must have high integrity and a demonstrated track record in effective customer service, team building within the department and with other departments, and experience with collective bargaining. Candidates must have a bachelor's degree in engineering or a closely related field. A Professional Engineering license is a plus. Candidates will be expected to have 7-10 years increasingly responsible experience in executive level public works in the public sector or in a field closely related to the public sector. The successful candidate will have strong oral and written skills, strategic planning abilities, and a demonstrated enthusiasm for working closely with elected and appointed officials. Salary is \$130,000+/- DOQ. Residency in the Village of Hinsdale is not required. Submit resume, cover letter, and contact information for five professional references by September 12, 2014 to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees, GovHRUSA, 650 Dundee Road #270, Northbrook, IL 60062. Tel: 847-380-3243; Fax: 866-401-3100.

Village of Wheeling, Assistant Finance Director

The Village of Wheeling seeks qualified applicants for the position of Assistant Finance Director. Assists Finance Director in operation and supervision of the Finance Department including supervising subordinates. Responsible for all duties related to fund accounting, accounts payable and receivable, financial reporting, and other general accounting work.

Position requires a Bachelor's degree in Finance, Accounting, or related field. Master's degree desired. Minimum of three years of governmental accounting experience. Supervisory experience preferred. Must possess financial judgment and ability to handle numbers and other detail work accurately and efficiently. Ability to establish and maintain effective working relationships with subordinates, co-workers, Village Officials, financial institutions, vendors/consultants and the general public. Working knowledge of personal computers including Microsoft Office software with particular emphasis on Excel and Word. Database experience with SunGuard Pentamotion preferred. An equivalent combination of related experience and education may be considered.

Minimum starting salary \$76,688, DOQ. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Assistant Village Manager/Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. Application deadline is September 5th at 4:30 p.m. EOE

Village of Wauconda, Director of Finance

Wauconda, IL (13,603), a non-home rule community located in Lake County, Illinois, approximately 45 miles northwest of Chicago, seeks a public finance executive to serve as its Finance Director. The Village has an April 30, 2015 Budget of \$15.4 million and has 70 full-time employees, of which more than two-thirds are police and public works. The Finance Director supervises three full-time and two part-time positions. The Finance Director is an integral part of the executive management team participating in key decisions regarding economic development, strategic planning, long and short term revenue and expenditure strategies, budget development and administration, and all policies affecting the



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

overall fiscal health of the Village. Candidates must have a bachelor's degree in finance, public policy, public administration, business, or a related field. A CPA and/or master's degree in public policy, public administration, finance or business administration is a plus. Candidates must have at least four years of increasingly responsible experience in executive-level financial administration in the public sector. The successful candidate will be a highly collaborative, experienced executive with a proven track record in progressive fiscal management, with the ability to work closely with elected and appointed officials and department heads on the City's financial strategies. The Village of Wauconda offers a competitive benefits' package and is an Equal Opportunity Employer.

Starting salary: \$85,000 - \$100,000 +/- DOQ. Candidates should apply at once but no later than September 30, 2014 with resume, cover letter and contact information for 5 references to www.GovHRUSA.com/current-positions/recruitment to the attention of Paul M. Harlow, GovHR USA, 650 Dundee Road #270 Northbrook, IL 60062 Tel: 847-380-3240; Fax: 866-401-3100. Electronic Submission Preferred.

Village of Round Lake Beach, Finance Director

The Village of Round Lake Beach, Illinois (population 28,175), located in western Lake County is seeking qualified applicants for the position of Finance Director. The Finance Director is a senior management level position that reports to the Village Administrator and is responsible for planning and managing all aspects of the Village's Finance Department. Responsibilities of this position include: development and implementation of village wide financial policies; oversight of accounting and financial management of the Village's funds; coordinate the preparation of the comprehensive annual financial report; and financial forecasting, debt management and analysis. Department responsibilities also include payroll, assistance in preparation of annual budget, supervising Finance Department personnel and serving as liaison to Police Pension Board, TIF Joint Review Board and other miscellaneous bodies.

Requirements for the position include a Bachelor's Degree in accounting, finance, business or public administration; CPA or Master's Degree preferred. Salary range \$95,000 - \$105,000 with excellent benefit package. Candidates holding current Assistant or Deputy Finance Municipal, Township or Park District positions, ready to move on to their next career goal are encouraged to apply. The Village has offered the experience necessary to allow previous directors to successfully continue their career path with

both larger municipalities, and county positions.

Please send resume, letter of interest, salary history and five references that can attest to skills and abilities to the address shown below or send as an attachment to HR@rlbeach.org

Nancy Steen, Human Resources Manager
Village of Round Lake Beach
1937 North Municipal Way
Round Lake Beach, IL 60073
Position open until filled. EOE.

City of DeKalb, Management Analyst

The City of DeKalb seeks a highly motivated professional for a newly created position that will play an integral role in the City Manager's Office. This full-time exempt position will work under the general direction of the City Manager and will be responsible for the management of special and high profile projects such as coordination of the City's next website and establishment of an employee



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Wellness Program. Duties include coordination of City communications, public information and social media, assisting with budget development, preparation and presentation of City Council agenda items, assisting with various human resources projects including labor negotiations and supporting "Communiversality" initiatives.

The ideal candidate is a self-starter, innovative, great communicator both verbally and in writing, technologically proficient and an energetic professional. Indirect supervision of two MPA Management Interns will be part of responsibilities. This is an opportunity to work in a team-oriented and collaborative organizational environment.

A Bachelor's degree from an accredited college or university in public administration, political science, public policy or a related field is required. A Master's degree in public administration or a related field is preferred. A minimum of two years of practical municipal government experience is required.

The salary range is \$52,322 - \$74,464, plus excellent benefits. Email cover letter, resume and five professional references to: Michelle Anderson, Human Resources Director, 200 South Fourth Street, DeKalb, IL 60115 or via email to michelle.anderson@cityofdekab.com by Friday, September 5, 2014. The City of DeKalb is a progressive community of 44,030 located 60 miles west of Chicago and proud home to Northern Illinois University. EOE.

City of DeKalb, Community Development Director

The City of DeKalb seeks a talented professional with experience in both planning and economic development to become its next Community Development Director. This full-time exempt position will be responsible for leading and managing the reconstituted Community Development Department which consists of planning, economic development, building and property maintenance and CDBG administration. This includes supervision of an internal staff of six FTEs as well as management of outsourced building inspections.

The successful candidate will assist the City in managing the expiration of two TIF Districts, lead the effort in downtown redevelopment and be a key liaison to Northern Illinois University on coordination of "Communiversality" initiatives. Two of the key departmental projects in the next year include participation in Phase II of the Housing Study and coordination from start to finish of the City's next Comprehensive Plan.

The Community Development Director will assist the City in striking a balance between historic preservation while

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John Piemonte, Vice President

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addressing redevelopment opportunities. The Director will be responsible for coordinating economic development efforts in order to establish a proactive, business-friendly approach. The ideal candidate is personable, a proven leader, innovative thinker and an articulate communicator. This is an opportunity to lead and mold the department during an exciting time of new projects and redevelopment possibilities.

A Bachelor's degree from an accredited college or university in planning, public or business administration or a related field is required. A Master's degree in urban planning, public administration or a related field is preferred. A minimum of 8-10 years of municipal experience is required.

The salary range is \$94,590 - \$134,618, plus excellent benefits. Email cover letter, resume and five professional references to: Michelle Anderson, Human Resources Director, 200 South Fourth Street, DeKalb, IL 60115 or via email to michelle.anderson@cityofdekalb.com by Friday, September 5, 2014. The City of DeKalb is a progressive community of 44,030 located 60 miles west of Chicago and proud home to Northern Illinois University. EOE.

Village of Huntley, Human Resource Manager

The Village of Huntley (current estimated population 25,000) located in southern McHenry County and northern Kane County is accepting applications for the full time position of Human Resources Manager.

This is a highly responsible professional position managing the Village's human resource and risk management functions under the direct supervision of the Director of Finance and Human Resources. The successful applicant will oversee the Village's recruitment and benefit programs, manage and interpret labor contracts and act as liaison with the Board of Police Commissioners. The position is also responsible for the Village Wellness program and Safety Committee and will assist with other responsibilities such as workers compensation and risk management claims processing, employee events and COBRA administration duties. Outstanding customer service skills as well as excellent written and oral communication skills a must.

Minimum qualifications include a Bachelor's degree in Human Resources or a closely related field, minimum of five years of experience in municipal human resource operations, or an equivalent combination of experience and training. NPELRA Certified Labor Relations Professional certification desired. Proficiency in Microsoft Office is essential. Excellent benefit package. EOE

Potential candidates are required to submit the Village's employment application (download from the Village's

website) along with a resume that includes salary history and salary requirements to:

Director of Finance and Human Resources – Human Resources Manager

Village of Huntley
10987 Main Street
Huntley, IL 60142

No emails or phone calls please – hiring process information is maintained on the village's website at: www.huntley.il.us

McHenry County, Assistant to the County Administrator

Under the direct supervision of the County Administrator, the Assistant to the County Administrator plays a key role in providing professional level coordination in the areas of research and analysis, procedural studies, and technical planning for a variety of general or specialized projects to support the objectives across the County organization. The Assistant to the County Administrator demonstrates the ability to think and act both independently and collaboratively. Considers history, trends, best practices and other variables challenging conventional wisdom to identify and achieve aggressive, positive initiatives for the County. In addition to working in the Administration Department, the Assistant to the County Administrator will also have the responsibility of aiding in a number of other areas including: finance/budgeting, human resources, purchasing, information technology, and other areas of County Government as assigned. Position requirements include must have a Bachelor's Degree from an accredited college or university in public administration, business administration, or a closely related field. A Master's Degree in Public Administration is preferred. Must have excellent communication skills, both oral and written, ability to solve problems in a logical and analytical manner, and to establish and maintain effective working relationships with county officials, department heads, outside businesses/investors/agencies, staff and the public. Salary \$48,000+ D.O.Q. Excellent benefits including health and dental Insurance, Illinois Municipal Retirement Fund (IMRF Pension Plan), Deferred Compensation Plan,



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

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

Call Jay Dalicandro at 312-681-1820 or
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Paid Vacation, Sick, Personal and Holidays. Interested candidates should apply immediately to the county's website at www.co.mchenry.il.us using our online portal. Please address your cover letter as an attachment to the online application to Peter Austin, County Administrator for consideration.

Lake County, Management Fellow - County Administrator's Office

Lake County is offering a unique opportunity for a well-qualified and highly motivated professional to play a key role in the County Administrator's Office. The purpose of the management fellowship program is to offer qualified individuals practical public administrative work experiences in a challenging and progressive environment. The program offers candidates the opportunity to apply their academic knowledge, new perspectives and/or past work experiences to accomplish real goals and objectives in one of the largest public sector entities in the State of Illinois. The successful candidate will have the opportunity to develop professional skills and credentials by managing high-level projects of substantial responsibility across the organization; attending regular meetings with supervisors; participating in policy-level discussions and decision-making with senior-level staff on a regular basis; receiving regular coaching and career development guidance by experienced professionals in the County's leadership team; making presentations to staff, elected officials and community groups; facilitating meetings; and refining skills at working effectively among groups.

This program offers temporary full-time (40 hours/week) employment. The successful candidate must be willing to make a 12-month commitment to the County. While there is no guarantee of continuation of employment with the County after completion of the program, the experience will prepare the individual to compete for employment opportunities both with the County and with other local public sector agencies.

The candidate will possess advanced research, analytical, and problem-solving skills; and the ability to present initiatives effectively to diverse groups and individuals. In addition, the candidate in this fellowship program must adhere to the ICMA Code of Ethics and be dedicated to rigorous professional development. The candidate must also demonstrate a commitment to developing a career in public sector management.

The successful candidate will have a Master's Degree from an accredited program of Public Administration, Public Policy or related field, or current enrollment in a similar program.

Interested candidates must apply by completing an online application and submitted college transcripts, a list of personal, professional and academic references (3 each; academic references required only for those candidates who participated in a Master's Degree program within the past three years) and a resume with cover letter. The cover letter should describe academic accomplishments, future goals and how this position can help the candidate achieve those future goals, a description of related work experiences and the mutual benefits that will be gained for the candidate and the County as a result of participating in the program.

Any offer of employment is conditioned on the successful completion of a pre-employment medical exam, which includes a drug and alcohol screen and a background screening.

Lake County Government offers a competitive salary and benefit package, and is committed to being an employer of choice.

Lake County is an Equal Opportunity Employer
Job Location: Waukegan, Illinois, United States

Position Type: Full-Time/Regular

Salary: 41,841.00 - 41,841.00 USD

Applications will be accepted: until filled.

Tracking Code: CA.15407.9490

Seize the Future Development Foundation, Small Business/Downtown Development Coordinator

Definition

Attract and retain small commercial development in key business corridors with a focus on downtown within the city of Aurora.

Duties include:

Administering a downtown redevelopment grant program
Providing professional experience to Aurora's downtown organization, Aurora Downtown

Assisting prospective businesses by providing relevant data

Assisting real estate representatives and consultants

Facilitating the progress of projects through the city of Aurora approval process

Participating in meetings with government councils and local redevelopment organizations

Coordinating and administering special projects

Essential Functions of the Job

Develop relationships with site location consultants/professionals to facilitate small business attraction through direct and electronic mail, familiarization tours and direct contact.

Contact existing Aurora small businesses to assist with proposed expansion plans and address any issues relating to business retention.

Attend corridor business association and task force committee meetings to help implement redevelopment in targeted areas.

Utilize state and federal programs for the promotion of Aurora.

Attend outside committee meetings as necessary for the purpose of tracking the progress of specific small business projects and/or issues that affect small business.

Maintain and create a variety of work related computer databases.

Perform special studies as required.

Conduct research as necessary and evaluate findings

Administer grant programs (pending funding)

Visualize future development possibilities using various software applications and mapping.

Required Knowledge and Abilities

Excellent organizational skills

Ability to read and understand business plans and complex reports

Ability to communicate effectively with various levels of people

Ability to operate computers with working knowledge of software programs

Ability to maintain good working relationship with various agencies, city personnel and general public

Ability to work under time pressures and meet deadlines

Self-motivated with a strong commitment to small business development

Qualifications for Hire

B.S. Degree in Planning, Business or Public Administration or related field

Computer experience with working knowledge of Microsoft Word, Excel and PowerPoint. Experience with the Adobe Creative Suite, Trimble SketchUp, and/or ArcGIS a plus.

Maintain a valid driver's license.

Fluency in Spanish preferred.

Master's degree preferred.

Equipment/Job Location

May work long hours and weekends. May sit for long periods of time for various business meetings. Will work in a professional office environment as well as out of doors.

Will operate office equipment

Salary commensurate with experience.

Send resume and cover letter to

David Hulseberg

President/CEO

Seize the Future Development Foundation

43 W. Galena Blvd.

Aurora, IL 60506

hulsebergd@investinaurora.org

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The Communication Tool for ILCMA & IAMMA



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

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- Enables you to search question and answer history
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- Ability to opt in/out of categories and tailor options for receiving information
- Ability to capture, store, sort and view all current and archived information
- See the latest questions from both associations – as well as your topics of interest
- Ability to respond to a posted question as well as an emailed question

To join please go to www.netqa.org/ILGNET/_cs/GNSplash.aspx or www.ilcma.org. and follow the instructions.