



*The ILCMA Professional
Development Committee
Presents*

**Role of the Assistant: Deployment
& Development to Benefit the
Organization and the Employee**

Assistant Managers play a variety of roles across communities, depending on everything from the community size and leadership style to career goals and experience. A diverse panel will discuss their experiences both serving as assistants and developing assistants, offering insight into how assistants can best contribute to their communities and what they need to thrive. This session will delve into topics of interest to professionals in all stages of their careers from aspiring assistants looking to prepare themselves for a new role to veteran managers looking to create an environment where their staff is effective and engaged. Panelists will also discuss handling periods of transitions in leadership roles, including staff changes at the manager or assistant level and the role of Interim Manager.

Discussion will be led by Jennifer Clough, Village Administrator for Lake in the Hills.

Panelists will include:

Paula Hewson, Assistant Village Manager, Schaumburg

Diana Mikula, Assistant Village Manager, Arlington Heights

Jim Norris, Village Manager, Hoffman Estates

Rob Sabo, Assistant City Manager, Highland Park

Sharon Tanner, Assistant Village Manager, Glencoe

Date: Thursday, November 16, 2017

Time: 8:30 a.m. Registration and Continental Breakfast
9:00 – 11:30 a.m. In-depth panel discussion

Location: **Harry Caray's** Addresses ICMA Practice Area 1 Staff Effectiveness
70 Yorktown Center
Lombard, IL

Cost: \$35 for Professional Development Only
\$55 if also attending the Metro Manager Luncheon (\$5 discount)
Metro Luncheon Topic: *Tales from the Springfield Range – What Can We Learn from Outgoing Legislators?*
Members in Transition – receive complimentary registration

RSVP: Online Registration (**no credit card required**): <https://www.ilcma.org/?p=6376>

By Nov. 10 Email registration to Alex Galindo at agalindo@niu.edu

Phone in Registration 815-753-5424

*Cancellations must be made by November 10, 2017. Any cancellations after that date will require full payment.
Payment not received by event date will be invoiced with a \$5 invoicing fee.*