



Job Mart

City/County Management in Illinois

Job Supplement

January 2016

Village of New Baden, Village Administrator

The Village of New Baden, a progressive bedroom community in Clinton and St. Clair Counties with a population of about 3,400, is seeking a dedicated individual to fill the position of Village Administrator. New Baden is located on I-64 at Interchange 27, thirty minutes east of downtown St. Louis and eleven miles east of Scott Air Force Base. The Village Administrator, reports to the Mayor and Board of Trustees, and manages the day-to-day operations of the municipality, working collaboratively with the elected officials to develop and implement policies. The Village has 15 full-time and about 25 part-time employees with an annual operating budget of \$3.5 million. All Village departments - Administration, Police, EMS, Public Works and Park/Recreation - report to the Administrator. As in many smaller communities, the Administrator position is hands-on, requiring not only leadership, but also implementation in finance, economic development, planning/zoning, infrastructure and human resources. The Administrator will have frequent contact with residents and business owners and therefore must have excellent interpersonal skills as well as the ability to effectively and efficiently lead staff and manage multiple projects simultaneously.

Qualified candidates will possess at least a bachelor's degree in public administration, business administration, urban planning or a related field (master's degree preferred) as well as 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, January 8, 2016, with a cover letter, resume, and salary history to: Village Administrator Lyndon Joost, 1 East Hanover Street, New Baden, IL 62265 or ljoost@newbadenil.com. EOE.

McHenry County, Division of Transportation, Design Manager

The McHenry County Division of Transportation (MCDOT), a professional, progressive, innovative department, seeks a collaborative individual with strong interpersonal and highway engineering/public works operational skills to serve as Design Manager and oversee the day-to-day operations of the Design Section which includes planning, permitting, and design engineering.

For Fiscal Year 2016, the DOT has an operating budget of \$7.3 million for 64.5 full-time employees with 10 full-time employees within the Design Section. The capital project budget for Fiscal Year 2016 is \$40 million.

Job Functions:

- The Design Manager supervises all design projects for the MCDOT by coordinating with design staff and outside consultants.
- Provide supervision for all MCDOT planning activities including the Long Range Transportation Plan, the 5-Year

Transportation Program, and the MCRide public transit program.

- Oversee all traffic engineering and permitting projects for new highway access and utility projects.
- Administrative duties include development of appropriate procedures and policies, assisting with budget preparation and management, project management, procurement, resident inquiries, public presentations, and public interaction.

Qualifications:

- Ideal candidate has 7 to 10 years of highway engineering experience, public works projects, or related field with increasing responsibilities with a Bachelor's degree in Civil Engineering or related field.
- Successful candidate will have the ability to communicate effectively with the public, elected officials, employees, supervisors, consultants, and other governmental agencies.
- Essential position requirements also include strong computer, organizational, leadership, and interpersonal skills.
- Licensed Professional Engineer in Illinois or ability to obtain within 6 months.

Salary range for this full-time, exempt position is \$74,589 to \$95,019 DOQ

The deadline to apply online is Friday, February 12, 2016 at 4:30 p.m.

Interested candidates should apply online via the County's website at www.co.mchenry.il.us . Please also attach a resume with materials including at least three professional/business references with your online application. McHenry County is an Equal Opportunity Employer.

Benefits: McHenry County offers a competitive salary and complete benefit package which includes Health and Dental Insurance, Flexible Spending Account, IMRF Pension, Deferred Compensation Plan, Vacation, Sick and Personal Days.

City of Elmhurst, Utility Operations Manager

Under direction of the Director of Public Works, this position plans, supervises, directs and reviews the operations of the Production/Treatment and Distribution/Collection Divisions of the Public Works Department along with stormwater conveyance and pumping.

The Production and Treatment Division is responsible for the 20 million gallon per day (MGD) activated sludge wastewater treatment plant (Elmhurst Water Reclamation Facility or EWRf) with 10 sanitary sewer lift stations and the 15.0 MG capacity water production system which utilizes three large finished water reservoirs and three elevated storage tanks. This division is also responsible for the 12 storm water pumping stations, 4 storm water reservoirs and numerous ancillary systems.

The Distribution and Collection Division manages more than 170 miles of potable water distribution main, 160 miles of the sanitary sewer collection system, and the storm sewer collection system which includes more than 60 outfalls and flap gates discharging into local streams. Additionally, the Division operates and maintains more than 15,000 residential/commercial water meters.

Qualifications

Bachelor's Degree in civil engineering, public administration, or a closely related field; and four (4) years of managerial experience in a

water/wastewater setting; or the equivalent combination of education, training and experience.

Prior work experience in a municipal environment preferred.

Illinois Class 1 Wastewater Operations certification or ability to obtain through reciprocity, preferred but not required.

Illinois Class C Water Operations certification or ability to obtain through reciprocity, preferred but not required.

Valid Driver's License.

Salary: DOQ. Excellent benefit package.

Interested candidates are to submit a completed application and resume online at www.elmhurst.org or <http://cityofelmhurst.peopleadmin.com/postings/1352>.

Only on-line applications will be accepted.
Position open until February 22, 2016.

The City provides equal opportunity and offers reasonable accommodations in

Village of Belleville, WI, Village Administrator

Belleville WI (Population 2,390) is located in close proximity to Wisconsin's State capital and lying in both Dane and Green counties, Belleville was recently named Madison's most affordable suburb. Belleville is a special community because of its natural beauty, recreational opportunities and friendly people. Salary \$65-\$70,000 plus benefits, DOQ. Village President and six Board Members elected on a non-partisan basis. \$2.77 M total budget; 12 FT and 6 PT/seasonal staff. Three active TIF Districts and Sewer, Storm Sewer and Water Utilities. Serves also as statutory clerk and

treasurer. Future emphasis on municipal building projects and continued restoration of Lake Bell View.

Require Bachelor's degree in public or business administration; prefer Master's Degree with at least 3 years municipal experience. Desire a strong background in budget development/finance, commercial/downtown development/redevelopment, long range/strategic planning, grant writing and cultivating positive and productive relationships with village board and staff members. The successful candidate will demonstrate a high level of integrity, a strong work ethic, open and positive communication skills, and a team building approach in addressing community issues and problems. Visit the community website at www.bellevillewi.org.

Send cover letter, salary history and references to Public Administration Associates, LLC, attn: Kevin Brunner.: 1155 W. South Street Whitewater WI 53190; e-mail brunner_kevin@yahoo.com; phone 262-903-9509, by January 19, 2016. Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

Village of Schiller Park, Public Works Department, Director of Public Works

The Village of Schiller Park is seeking a full-time Director of Public Works. The position is responsible for planning, directing and managing the operations of the Public Works Department including streets, sidewalks, snow removal, forestry, storm sewers, sanitary collection, water distribution, street sweeping, vehicle maintenance, and facilities maintenance. The work is performed under the direction of the Village Manager and Mayor.

The successful candidate must possess strong management, organizational, financial, customer service and communications skills. Thorough knowledge of municipal public works operations is strongly desired; however, exceptional candidates with a proven management track record in other fields may be considered.

The successful candidate will oversee eight (8) full-time employees and several part-time and seasonal employees located in multiple facilities within the Village. The successful candidate will be expected to provide data analysis and recommendations on administration, personnel, budgeting, and strategic planning activities.

Public Works management experience preferred but any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position is acceptable.

Possession of Class C Water Operator's License Preferred – Ability to obtain the license within one year is required.

Starting salary range is \$85,000 - \$95,000 determined by qualifications and experience. Excellent fringe benefit package including IMRF pension and health insurance offered.

Resumes will be accepted until the position is filled.

Please send resume, references, and salary history to:

Brian Bursiek
Assistant to the Village Manager
Village of Schiller Park
9526 W. Irving Park Road
Schiller Park, IL 60176
(847) 671-8534
bbursiek@schillerparkil.us

The Village of Schiller Park is an Equal Opportunity Employer

Village of Lincolnwood, Community Development Director

The Village of Lincolnwood, Illinois (12,590 - 2010 census) is seeking a qualified professional to be the Village's Community Development Director. The current Director is retiring after 21 years of working for the Village. Lincolnwood operates as a professionally managed Home-Rule municipality directly north of the City of Chicago with an area of 2.7 square miles, and a unique blend of residential, commercial, and manufacturing areas. The Village is located in Cook County and is governed by a Board of six Trustees and Village President who appoint a Village Manager who oversees the daily operations of the Village. In addition to the Community Development Department, the Village is a full-service community with Departments for Fire, Parks and Recreation, Police, Finance, and Administration. The Community Development Department is an integral part of the Village that works extensively with other Departments, the community, and the region as a whole.

The Director reports directly to the Village Manager. The Department includes a Development Manager who oversees the day-to-day functions of the Department and is the Village Zoning Officer. The Department also includes a full-time Coordinator, and Account Clerk, along with the part-time positions of an Intern and Code Enforcement Officer. Lincolnwood contracts with T.P.I. Building Code Consultants for the review of all building plans and inspections for projects. The Department is responsible for the Plan Commission, Zoning Board of Appeals, and the Economic Development Commission. These Commissions normally meet at least once a

month. The Department is active in spurring development through membership in ICSC, maintaining a list of available commercial properties, and in providing a robust review process for development projects. Lincolnwood maintains three Tax-Increment Financing (TIF) Districts including the Devon-Lincoln TIF, the Lincoln-Touhy TIF, the Northeast Industrial District TIF, and the Touhy-Lawndale TIF which was recently closed having met the original goals of the TIF.

The educational requirements for the position include a Bachelor's Degree, Master's Degree preferred, from an accredited College or University in Community Development, Planning, Public Administration, or related fields. A minimum of five years of experience in a progressively responsible position, with at least two years of Community Development experience.

The Village is an equal opportunity employer and encourages all interested parties to apply for the position within the guidelines outlined in this section. To apply, please submit a resume, cover letter, and three professional references to Charles Meyer, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or by e-mail at cmeyer@lwd.org. Electronic submissions are preferred. The application process will remain open until the position is filled. The first review of applications will occur after January 19, 2016.

The salary range for the position is \$100,241 – \$132,319 with the starting salary dependent on the qualifications of the successful candidate.

For more information on the position, please review the recruitment packet [here](#).

Glenbard Wastewater Authority, Assistant Director/Civil Engineer

DESCRIPTION:

The Glenbard Wastewater Authority (“the Authority”) is seeking qualified candidates for the newly created, full-time position of Assistant Director/Civil Engineer. The purpose of this position is to assist with planning, directing, and reviewing the various activities of the Authority, including all infrastructure related to the wastewater treatment plant facilities; directly oversees the day-to-day management of the Authority’s capital improvement construction projects. Also, coordinates assigned activities with the Villages of Glen Ellyn and Lombard, as well as outside agencies and constituents; assists with preparing the Authority’s multi-year Capital Improvement and Operations Budgets; and provides highly responsible and complex administrative support to the Authority’s Executive Director. Other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Manages, schedules and monitors complex municipal wastewater plant infrastructure projects and tracks project budgets. Prepares comprehensive engineering reports.
- Prepares design drawings, specifications, cost estimates and all related contract documents for a variety of infrastructure improvement projects.
- Provides day-to-day oversight of selected construction projects, documents construction activities, and processes progress payments, construction change orders and claims.
- Makes decisions and/or provides input and recommendations on

design, land development, or construction issues.

- Solicits, coordinates, and reviews work of professional consulting firms engaged in infrastructure related studies, designs and construction oversight.
- Develops, prepares and presents budgets, reports, plans, presentations and supporting documentation.
- Assists in the development and coordination of the Authority's multi-year Capital Improvement Program ("CIP"), including developing project descriptions, preliminary budgets, and schedules.
- Oversees professional and para-professional personnel; reviews work in progress; evaluates performance of assigned staff, serving as coach, mentor and facilitator for individuals and work teams; and serves as Acting Director in Executive Director's absence.
- Coordinates activities with other divisions, municipalities, and outside agencies to manage various permits, plan reviews, etc. for various projects.
- Confers with property owners, contractors, architects and the general public concerning interpretation and application of the Authority's policies, rules and procedures, and other related issues.
- Facilitates effective interactions with and among professional and technical staff and peers, elected officials, outside agencies, municipal staff, citizens and other stakeholders to ensure that information is shared, opportunities to be involved are available, and informed

consent among affected interests is attained where possible.

- Attends, participates, and represents the Authority on a variety of in-house and regional technical and planning committees. Conducts and/or participates in public hearings and commission meetings, as needed, to explain program plans, provide subject matter expertise, and solicit input from the public and/or elected and appointed officials.
- Resolves regulatory, implementation and/or interpersonal conflicts with individuals, groups and members of the public. Responds to public complaints regarding infrastructure projects and initiatives.
- Assists Executive Director with activities, operations, and services related to budget, administration, staff development and operations. Seeks and supports continual improvement related to program outputs.
- Carries out comprehensive plans, goals and objectives in assigned program area. Prepares recommendations on a variety of public policy issues, procedural requirements, plans and ordinances.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Civil Engineering, Construction Management, or related field. Master's degree in Civil Engineering, Business Administration, Public Administration, or related field is a plus. Project Management Professional (PMP) certification or equivalent is also a plus.
- 5-7 years of increasingly responsible experience as an Engineering Project Manager or Civil Engineer; wastewater treatment infrastructure design and

construction engineering experience is preferred; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities may be considered.

- Must be registered as a Professional Engineer (PE) at time of application with registration in the State of Illinois obtained by the end of six (6) months of employment.
- Minimum of three (3) years of experience supervising and managing the work of contractors, consultants, and/or in-house professionals.
- In depth knowledge of laws, regulations, and practices related to the business of municipal or wastewater treatment engineering. Previous field engineering/construction inspection experience is required.
- Valid driver's license required at time of hire.
- Must be a self-starter, and possess the ability to communicate effectively, both orally and in writing, with a variety of stakeholders (e.g. residents, employees, senior management, and elected officials).
- Proven ability to think quickly on his/her feet, and be able to use good judgment in effectively defining and solving problems.
- Must also be able to tactfully take control of a situation, and also be able to effectively delegate and prioritize work.
- The ability to perform complex mathematical calculations, and be able to prepare and monitor operating and capital budgets, and various engineering-related project reports.
- Must have outstanding project management skills; the ability to research, write, and draft grant applications is required.
- Previous public speaking/presentation experience is desirable.

- Candidates must be computer savvy, and have excellent MS Office software skills (e.g. Word, Excel, Outlook).

General work schedule is 7:00 a.m. to 3:30 p.m. Monday through Friday. Additional hours will be required from time to time depending on project workload.

SALARY/BENEFITS:

The salary range for this position is \$73,549 to \$111,779 (Grade P) with an excellent fringe benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan. Anticipated starting salary for this full-time, exempt position is +/- \$95,000/year. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.
2. Applicants must indicate (Job ID: #18-15 Assistant Director/Civil Engineer-GWA) in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.

The Authority is accepting applications until January 11, 2016 at 5:00 pm. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE GLENBARD WASTEWATER
AUTHORITY IS AN EQUAL
OPPORTUNITY EMPLOYER

Village of Cary, Chief Utility Operator

The Village of Cary, IL (18,271), a northwest suburb of Chicago, is seeking to fill an opening for a Chief Utility Operator position within the Public Works Department. This position provides a unique opportunity to help lead the operation of Cary's award-winning wastewater treatment plant and drinking water production facilities.

The ideal candidate must have excellent customer service and management skills; demonstrated experience in performing advanced and technical operational and maintenance functions with complex water and wastewater systems; detailed knowledge of applicable regulatory requirements; the ability to operate and repair heavy equipment and tools; ability to assess problems and perform advanced calculations; and possess a passion for public service.

Certification as a "Class 2" (or higher) Wastewater Treatment Plant Operator and/or "Class B" (or higher) Public Water Supply Operator in the State of Illinois is required. Illinois Class B Commercial Driver's License necessary within 30 days of employment.

This position works under the general supervision of the Assistant Director of Public Works.

Essential Functions

- Assists the Assistant Director of Public Works in coordinating the day-to-day operations and maintenance of the Village's water and wastewater systems, including drinking water wells, lift stations and

- the wastewater treatment plant.
- Schedules utility staff duties and responsibilities, creates work plans, and performs process control decisions and adjustments to the water and wastewater systems.
- Acts as a crew chief for various field maintenance and construction activities, including emergency water main or pump repairs.
- Ensures compliance and submits reports for all regulatory requirements regarding the water and wastewater systems.
- Provides supervisors with recommendations regarding required capital improvements along with recommendations for expense budgeting for the water and wastewater system equipment, materials, supplies and contractor services.
- Assists in the development and implementation of the safety program.
- Participates in the winter snow and ice control operations as a plow driver.
- Responds to after-hours emergency calls with some weekend duty hours as part of rotating on-call assignments.
- Performs other related work and other duties as assigned or required.

Qualifications

- At least six (6) years of experience with increasing levels of responsibility in advanced utility operations of wastewater and water facilities, or equivalent combination of relevant education and experience, is desired.
- A high school diploma or equivalent is required. Supplemental formal education, trade or technical training is desirable. Associate's degree or

higher from an accredited College or University is preferred.

- IEPA “Class 2” Wastewater Treatment Plant Operator certification (or higher) and/or IEPA “Class B” Public Water Supply Operator certification (or higher) is required. Candidates must obtain their Illinois Class B Commercial Driver’s License (CDL) within 30 days of employment.

Salary

The starting base salary will be \$67,235. The base salary range for this position is \$67,235 to \$86,076 per year. This is a full-time, non-exempt position that is eligible for overtime. The Village of Cary offers excellent benefits including a generous performance stipend program in addition to the base salary, training and certification opportunities, health insurance, life insurance, dental/vision insurance, vacation/sick/personal leave and IMRF pension.

How to apply

Interested candidates should submit a resume, cover letter and Village of Cary job application to hr@caryillinois.com. Hard copies or faxed resumes will not be accepted. First review of applications will begin on January 4, 2016 and will remain open until filled. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check and post offer physical with drug screening. For more information about the Village of Cary, please visit our website at www.caryillinois.com.

The Village of Cary is an Equal Opportunity Employer.

City of Monticello, City Administrator

The City of Monticello, population 5548, is a progressive community that strives to provide an exceptional level of service for all residents, as well as the 150,000 visitors annually to the area. Monticello was recently designated the 5th safest city in Illinois and the 44th best suburb in the United States, which can be attributed to the leadership and strong partnerships between the city and the community organizations that all work together to insure the outstanding success.

The City Council has begun the process of selecting a full-time City Administrator upon the coming retirement of the current Administrator. The previous Administrator is retiring after 20 years. The City Council consists of a Mayor and 8 Aldermen. The Administrator will report to the Mayor and Aldermen. The Administrator will be responsible for all of the 11 City Departments, coordinate the Agenda for meetings of the City Council, attend all meetings of the Council, and prepare reports and studies as directed, or initiated by the Council.

This position is highly visible requiring the ability to interact, maintain and build relationships with the partnering organizations, public, employees, and elected officials. A high degree of oral and written communication skills is required. The Administrator must have a degree in Public Administration or a related field, and have 5 years progressive experience, and administered an operating budget of 3 to 5 million dollars.

The position is budgeted at \$90,000 to \$100,000 DOQ; an Employment Agreement will be negotiated. Visit the city’s website at www.cityofmonticello.net for more information on the community and position. The application deadline is Jan. 18, 2016.

Interested candidates should submit their application via mail or online, cover letter, resume, and at least 5 profession references to:

Maura Metcalf
HR/Accounting Manager
City of Monticello
210 North Hamilton
Monticello, IL 61856 Or
mah@cityofmonticello.net

Champaign County, County Administrator

Champaign County, Illinois seeks experienced administrative professional to serve as the County Administrator. This position reports directly to the County Board and is responsible for the administration of all departments and functions which are under the jurisdiction of the County Board. Duties include: management of the annual \$125 million budget for Champaign County; general human resource management of 1,000 employee workforce incorporating thirteen labor contracts with two unions; oversight of information technologies infrastructure and network; oversight of facilities infrastructure for 22 county facilities; acting as the County Board's liaison with elected officials; and acting as the County Board's representative to the news media and other public and private organizations within the community.

The successful candidate will hold a bachelor's degree in finance, public or business administration, with preference given to candidates who have a master's degree in public/business administration, or related field. Five years of senior management experience is required. The successful candidate will possess excellent interpersonal skills; ability to think strategically; strong verbal and written communication skills; a self-confident demeanor; and a passion for public service.

Minimum salary - \$125,000 with salary negotiable DOQ; excellent benefits package. For full consideration, submit Application by Friday, January 15, 2016.

EEO / AA / ADA
Full Position Profile at:
www.co.champaign.il.us/countyadminsearch.htm
Application package at:
www.co.champaign.il.us/jobs

City of Park Ridge, Building Administrator

The City of Park Ridge seeks qualified applicants for the full-time position of Building Administrator. This position serves as the primary contact on building permitting, building plan review, and inspections. Duties include, but are not limited to, reviewing building plans for compliance with building and zoning codes, monitoring the status of building permits, supervising plans examiner/inspectors and consultants, resolving building complaints, updating building codes, meeting with residents, assisting applicants with building projects, and managing the plan review process with other departments. Must be able to handle a number of projects at the same time. Supervisory experience required. Excellent customer service skills are a must.

Bachelor's degree or equivalent from an accredited college or technical school with an educational focus in construction, technology or engineering required. 6+ years of experience in the building trade or building regulation organization; working knowledge of ICC codes; ICC Certified Building Official and ICC certifications in electrical, plumbing, building and mechanical plan examiner and inspector. Experience in stormwater drainage and a certification as an ICC Master Code Professional preferred. Salary range for position is \$65,465 to \$91,650 (mid-point

\$78,559), plus benefits. Position is open until filled.

Submit Application for Employment and resume to Annie Eriksson, HR Generalist, via email at aeriksso@parkridge.us or by

U.S. mail to:
City of Park Ridge
Attn: Human Resources
505 Butler Place
Park Ridge, IL 60068

EOE M/F/D/V

Village of Libertyville, Director of Finance

The Village of Libertyville, Illinois (population 20,431) located in central Lake County, Illinois is seeking qualified candidates for the Director of Finance position (the current Director will be retiring in April 2016). The Finance Department operates with a full-time staff of 7 employees, manages a Village Budget of \$64,000,000, and oversees Village technology operations. The Village has received both the GFOA Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting for the past 20 years.

Successful candidates will have a Bachelor degree in accounting, finance, or related field and five (5) years of managerial experience in public finance, or an equivalent combination of education, training and experience. A Master's Degree, Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is also desired. Salary range \$88,018-\$164,301 with hiring salary DOQ. To be considered a candidate should mail or email cover letter and resume by January 15, 2016 to: Eileen O'Donnell, Human Resources Coordinator, 118 West Cook Ave., Libertyville, IL 60048, eodonnell@libertyville.com.

Additional information is available on

the Village of Libertyville website at www.libertyville.com

Village of Glenwood, Village Administrator

The Village of Glenwood, Illinois, located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the *Chicago Southland* approximately 23 miles south of the Chicago central business district.

Incorporated in 1872, and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking an innovative leader who excels in helping to develop and implement solutions to problems, in consensus building, and visionary thinking. This is a professional public administration position at the upper management level.

Appointed by the President and Board, the Administrator executes the governing body's directives and provides background information and analysis for the President and Board to make its decisions. The Village Administrator is responsible for the day-to-day operations of the Village, and all department heads report to the Village Administrator.

The successful candidate:

- will be a highly effective communicator in both oral and written communications and will be able to manage a staff of 55 full time employees in various departments and disciplines;
- will have a personality that lends itself to problem solving, whether working with the elected officials, staff or with the public in a creative and efficient manner;

- will have a proven record of accomplishment in economic development; and
- should have at least five (5) years of experience in management, in or outside of government.
 - A Bachelor's degree in public administration or related field is required, and graduate studies a plus, except
 - in the case of an extraordinary candidate with an extraordinary set of skills and experience.

A background in municipal government is a plus, as is experience dealing with County, State and Federal government officials. Candidates should be comfortable assisting with and managing human resources, finances, budgets, infrastructure, community relations and labor negotiations. Compensation will be negotiated depending on qualifications and experience. Benefits are in addition to the compensation.

Applicants should submit a cover letter, resume, references, compensation expectations and other supporting material to: Candidate Search 2015, Village of Glenwood, One Asselborn Way Glenwood, Illinois 60425 Or email to: Search2015@villageofglenwood.com. Additional questions may be directed to schandler@villageofglenwood.com.

Suggested Review Material: Website: Position Description, Position Advertisement, Personnel Policy and Village Code. Deadline for submitting information is January 22, 16:00 CDT, 2016.

[LINK TO Village Code Section regarding position:](https://www.municode.com/library/il/glenwood/codes/code_of_ordinances?nodeId=CO_OR_CH2AD_ARTI.5VIAD)
https://www.municode.com/library/il/glenwood/codes/code_of_ordinances?nodeId=CO_OR_CH2AD_ARTI.5VIAD

IMPORTANT UPCOMING EVENTS:

January 7, 2016
 SWICMA Luncheon
 O'Fallon, IL

January 13, 2016
 The Legacy Project - The Art of Powerful Persuasion and Principled Negotiation
 Elk Grove Village

January 15, 2016
 Financial Forecast Forum
 Lombard, IL

January 20, 2016
 IAMMA Regional Luncheons
 Tinley Park & Northbrook, IL

January 21, 2016
 Metro Manager Luncheon
 Lombard, IL

January 21, 2016
 ILCMA Professional Development Seminar
 Lombard, IL

January 27, 2016
 IAMMA Regional Luncheons
 Naperville & Grayslake, IL

February 3 – 5, 2016
 ILCMA Winter Conference
 Normal, IL

March 2 – 3, 2016
 ICMA Emerging Leaders' Summit
 Madison, WI

March 3 – 4, 2016
 ICMA Midwest Summit
 Madison, WI