

LEYDEN TOWNSHIP

PROFESSIONAL ANNOUNCEMENT

Leyden Township, Administrative Offices – Franklin Park, IL. Leyden Township is located in Cook County, Illinois. It was established on April 2, 1850. Leyden Township is located just northwest of the city of Chicago, an edge of which lies within the township but as a separate entity. According to the United States Census Bureau, the township covers an area of 19.84 square miles. It includes the Villages of Elmwood Park, River Grove, Franklin Park, Schiller Park and portions of the Villages of Bensenville, Rosemont, Melrose Park Norridge and the Cities of Northlake and Park Ridge. Also included in Leyden Township is a large unincorporated area. Unincorporated Leyden Township is home to approximately 10,000 residents. The Leyden Township Highway Department maintains 24 miles of roadway. The Leyden Township Sewer and Water department maintain 35 miles of piping that distribute water and sanitary sewer service to all of unincorporated Leyden Township and parts of Northlake and Franklin Park. The unincorporated area utilizes the Melrose Park Postal Service and uses the Northlake zip code of 60164. The Leyden Fire Protection District and the Cook County Sheriff's Police protect the unincorporated area.

Job Summary:

The Township Administrator is responsible for the proper administration of all affairs of the Township. The Township Administrator is responsible for planning and developing Township programs, policies and activities. The Township Administrator under the direction of the Township Supervisor serves as the Chief Administrative Officer of the Township. The Township Administrator supervises all township staff through subordinate department heads or program managers. The candidate should have strong organizational skills and the ability to develop plans and programs and establish goals for delivery of services to the residents of Leyden Township. The Township Administrator must have strong interpersonal skills and the ability to build relationships with Federal, State, County, and Local Government officials and community groups in Leyden Township. The Township Administrator also responsible for providing administrative support to the Township Highway Commissioner.

Essential Duties & Functions:

- Direct and supervise the administration of all departments, offices, and agencies of the Township except as otherwise provided by law;
- Makes recommendations on personnel staffing requirements;

- Provide for the enforcement of all laws and ordinances within the Township, subject to applicable federal and state law and policies and ordinances adopted by the Township Board;
- Attend all meetings of the Township Board with the right to take part in any discussion, but not to vote;
- Subject to the applicable provisions of the Township Code and Illinois Municipal Budget Law, serve as Township Budget Officer and prepare and submit to the Township Board a recommended annual budget and property tax levy for Township operations and recommend a capital program. When the annual budget or capital program have been approved by the Township Board, the Township Administrator shall be responsible for the administration of said budget or capital program;
- Assists the Highway Commissioner in the preparation of the annual road and bridge budget and property tax levy;
- Submits to the Township Board a report on administrative activities of the Township at the monthly Township Board meeting and submit such written reports as may be requested by the Township Board;
- Make such other reports as Township Board may require concerning the operation of the Township.
- Keep the Township Board fully advised as to the current and future needs of the Township and make such recommendations concerning the affairs of the Township;
- Responsible for researching, initiating action for, applying for and supervising the implementation of funding grants from various sources for the improvement and development of Township capital projects and needs as well as for services to the Township and its residents;
- Keep the Township staff fully informed of all policies and decisions of the Township Board, as well as other Township activities, by holding regular meetings on a monthly basis, and as needed;
- Serve as intermediary or liaison between various Township boards, commissions, committees, agencies and departments and their professional advisors and facilitate communication with the local government framework;
- Establish a long-term plan in conjunction with the Township Board to meet the changing governmental needs of our citizens;
- Perform such other duties as may be required by the Township Board and performs the duties of the Township Administrator, which may be modified from time to time by ordinance of the Township Board.

Knowledge, Skills, & Abilities:

Comprehensive knowledge of local, state and federal government; knowledge of the principals of Federal and State Laws, rules, and regulations; ability to maintain effective working relationships with the Federal State, and local government officials; community organizations, and Township officials and departments; ability to motivate and encourage individuals; knowledge of the social, economic and recreational needs and concerns regarding the Township's population; good knowledge of community organizations that provide services to the residents of Leyden Township ; good knowledge of evaluation and assessment methods; ability to prepare written material; ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software; ability to assume a position of leadership; the willingness and capacity to understand and act on the problems; ability to read, write, speak, understand, and communicate to perform the essential tasks of the position; patience; tact; initiative; resourcefulness; physical condition commensurate with the duties of the position.

Education, Experience & Training:

Seven to ten years of progressive management experience within a state or local government organization or governmental support organization.

Master's degree in public administration, business administration, public policy or related field; or equivalent combination of education and experience

Salary range is \$110,000 - \$145,000 depending on qualifications and experience as well as an excellent benefits package including health and dental insurance, basic and supplemental life insurance, IMRF retirement plan, and deferred compensation plans.

While Leyden Township residency is not required, candidates are encouraged to consider relocation.

Apply for the position via email at rpell@westcook.org with resume, cover letter and contact information for 5 professional references by June 23, 2021 to Richard F. Pellegrino, Executive Director, West Central Municipal Conference. Questions about the position: TEL: 708-453-9100 ext. 240 or email: rpell@westcook.org.

Leyden Township is an equal opportunity employer. Visit the Township's web site at: www.leydentownship.com.