



## **Village of River Forest Professional Announcement**

**Village Administrator, River Forest, IL (pop. 11,172).** The beautiful and historic community of River Forest is seeking enthusiastic and innovative applicants for the position of Village Administrator. Located in west suburban Cook County, the Village of River Forest is home to Dominican University as well as Concordia University Chicago.

### **Job Summary:**

The Village Administrator is a highly responsible professional and possesses the understanding of managing and directing the operational activities and programs of the Village of River Forest. This work involves the responsibility for planning and developing the overall Village programs, policies and activities. This includes serving as the Chief Administrative Officer of the Village and supervising all municipal staff through subordinate department heads or program managers. The everyday work requires the exercise of extensive skills in executive level management and entails representing the Village to the public in administrative and operational areas.

### **Essential Functions & Duties:**

***The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Plans, directs, coordinates, controls and evaluates all activities of all the Village departments [Police, Fire, Public Works [including Building & Zoning, Engineering, Streets, Forestry and Water Utilities], Financial Operations & General Administration, and Planning & Development] and municipal functions.
- Develops and administers a personnel management system; approves promotions, transfers, reclassifications, job evaluations, demotions, and related personnel actions.
- Prepares the annual operating budget for the Village, laying out a proposed spending plan for the Board's consideration, and implementing and administering approved budget.
- Prepares the annual capital improvement program and the Village long-range development plan as part of the administrative oversight function.

- Promotes internal operating efficiencies; motivates subordinate department heads through periodic staff meetings; reviews the collective performance of each operating department and the individual performance of department heads; and encourages employee self-development programs.
- Attends all Village Board and related public meetings; directs the preparation of the Board's agenda; and advises the Board concerning the status of public inquiries, projects of current interest and proposed legislative actions.
- Appears before citizen's groups and other organizational meetings; makes speeches and attends ceremonial functions.
- Serves as the spokesperson for the Village in situations of mutual interest and concern with neighboring municipalities, Federal and State agencies; and represents the community to the local press and media.
- Assesses current and long-term Village needs in various program or service areas; makes appropriate recommendations to the Board; develops program goals and objectives; and implements new activities.
- Assures all Village ordinances are effectively enforced; prepares correspondence needed to direct or document Village business decisions; assists River Forest citizens, outside agencies, developers, local community groups, utility companies, etc. and Village staff in resolving governmental or operating problems by bringing important matters to the Board's attention.
- Maintains regular and predictable attendance at the Village Hall or work site.
- Performs other duties as required.

## **Required Knowledge, Skills, and Abilities:**

### ***Successful candidates for this position must possess:***

- Comprehensive knowledge of the principles and practices of local management and administration; comprehensive knowledge of local financial management; comprehensive knowledge of sources of information and support for municipal government management/operations problems; considerable knowledge of municipal planning, engineering, personnel, administration, public safety and regulatory issues and concerns, as it applies to the management and development of Village policies and programs; and thorough knowledge of the principles and practices of managing and motivating people.
- Extensive ability to communicate effectively, orally and in writing; extensive ability to establish working relationships with the Village Board, department heads, employees, and the general citizenry; considerable administrative and management ability; and considerable ability to deal tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

## **Work Environment & Physical Demands:**

This is primarily a sedentary job which requires a sighted individual for visual inspection of municipal problems and emergency conditions and for significant reading and requires an individual with normal hearing for interviewing job applicants and for interacting with employees, local government officials, citizens and other interest groups.

## **Minimum Education, Experience & Training:**

*Successful applicants for positions in this class must possess:*

- Knowledge level equivalent of a Master's Degree in Public Administration, governmental administration, city and regional planning, or a related field.
- At least five years' responsible municipal government administrative/management experience, preferably at the Village Administrator or Assistant Village Administrator level; or an equivalent combination of training or experience.

Salary range is \$150,000 - \$202,000 depending on qualifications and experience as well as an excellent benefits package including health and dental insurance, basic and supplemental life insurance, a robust Voluntary Health Savings Plan, and 457(b) deferred compensation plans.

Apply for the position via email at [rpell@westcook.org](mailto:rpell@westcook.org) with resume, cover letter and contact information for 5 professional references by close of business on Friday, June 18, 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](mailto:rpell@westcook.org).

The Village of River Forest is an equal opportunity employer. Visit the Village's web site at: [www.vrf.us](http://www.vrf.us)