

PROFESSIONAL ANNOUNCEMENT



Schiller Park, IL (11,850) The Village of Schiller Park is located just 13 miles northwest of the City of Chicago's Downtown area and conveniently adjacent to O'Hare Airport. Known for its friendly neighborhoods, low taxes and its thriving business district, Schiller Park is a community where families, couples and seniors are comfortable and enjoy the services and amenities that are offered. The Village of Schiller Park seeks a trustworthy individual of the highest integrity to serve as its next Village Manager. The Village Manager is appointed by the Mayor with the consent of the Village Board. As the administrative officer, the Village Manager's responsibilities include the management of all matters pertaining to the daily operation and maintenance of the properties of the Village.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES

The selected candidate must be a strong leader and service-oriented in implementing Village policies and regulations. The candidate should have demonstrated success in the development and implementation of strategic plans, forecasting, and capital improvement planning. The selected candidate should be experienced in negotiating contracts and be proficient in qualified staff recruitment, retention, and employment law.

Beyond this scope, the selected candidate should demonstrate organizational leadership, a passion for building community and quality of life, and a proven ability to cultivate effective working relationships with elected officials and staff. The selected candidate should have a collaborative leadership style, demonstrate a high level of integrity with open and positive communication skills, have a team building approach in addressing community and organizational issues, and a history of stable tenure.

DUTIES OF VILLAGE MANAGER (but are not limited to):

- Direct, organize, and supervise Village departments and department heads for the efficient and cost-effective delivery of municipal services to the public.

- Assist the Village Board in developing strategic plans as well as short-term and long-range goals for the delivery of municipal services and the betterment of the community.
- Routinely attend all official meetings of the Board of Trustees and other meetings as the Board requires. The Village Manager has the privilege of taking part in discussion of all matters coming before the Board.
- Conduct research and advises Village Board decision-making.
- Represent the Village in intergovernmental matters with a variety of agencies and with officials of neighboring municipalities.
- Keep the Village Board informed on matters of policy and legislation that relate to Board responsibility.
- Develop, propose, and administer annual budget for Village Board consideration.
- Performance of other duties as may be required by the Board consistent with the ordinances and statutes of the state of Illinois.

QUALIFIED INDIVIDUALS WILL BE EXPECTED TO HAVE:

- A minimum of seven to ten years of progressive management experience including in a leadership position within a municipal government organization.
- A Bachelor's degree in public administration, business administration, public policy or related field; a master's degree in public administration, business administration, planning or a related field is preferred.

Salary is \$145,000, negotiable based on qualifications and experience. Benefits negotiable. While 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 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.

The Village of Schiller Park is an equal opportunity employer. Visit the Village's web site at: www.villageofschillerpark.com