

# VILLAGE OF WINTHROP HARBOR, VILLAGE ADMINISTRATOR

**Winthrop Harbor, IL** is a non-home rule community located in Lake County, Illinois, approximately 48 miles north of Chicago, is seeking highly professional, energetic candidates interested in serving as its next Village Administrator.

The candidate selected for this position will be following Winthrop Harbor's first Village Administrator who is leaving for a Village Manager's post in another Illinois community. The incumbent laid an exceptionally strong foundation for the position and credibility for the CAO model of government.

Nestled on the shores of Lake Michigan, Winthrop Harbor is rich in history and opportunity. Here you will find a family-friendly community with beautiful parks and recreational facilities, beaches and so much more. Winthrop Harbor is home to North Point Marina the largest marina on the Great Lakes. With over 1,500 boat slips, plus public beaches, recreation facilities and "second-to-none" charter fishing, North Point Marina is destination to nearly one million visitors every summer.

The Village is a full-service organization that provides Police, Fire, Public Works, Economic & Community Development, Parks & Recreation, Financial and Administrative services. The Village Administrator reports to a Board consisting of a Mayor and six Trustees who are elected on a non-partisan basis for 4-year overlapping terms. The Winthrop Harbor Village Administrator is appointed by the Mayor with the approval of the Board of Trustees. The Village Administrator is responsible for the implementation of policy and the overall village operations.

The minimum qualifications for the position include a bachelor's degree from an accredited college or university in public administration, public policy, business administration, political science, or some other related field of study, and three to five years of responsible local government experience preferably in a municipality. However, the ideal candidate will possess a master's degree in public administration or a related field, as well as some experience as a City/Village Administrator or Assistant Administrator. All qualified candidates must also have a thorough understanding of the basic operations of a municipal government as well as the various management principles, practices, concepts, strategies, and techniques typically employed in a modern-day municipal organization.

The ideal candidate will also possess the following skills and competencies:

- A leadership style with extensive knowledge of and practice in modern local government; ability to work closely with elected officials to continually enhance the quality of Village services in the community.
- A professional and engaging communication style applied equally and comfortably with residents, elected officials, the business community, and employees.
- A strong finance/budget background with the ability to find creative solutions in a fiscal environment guided by a fiscally responsible community approach.
- The applicant must have the ability to make effective/efficient use of available resources and have strong grant writing skills.
- Manages and supervises the preparation and administration of the annual operating and capital budgets.
- Experience in collective bargaining, human resource management and negotiation of agreements will be major factors in the selection process.
- An ability to maintain and enhance the strong intergovernmental relations program implemented by the incumbent administrator.
- A team-oriented management style that encourages opportunities for innovation while fostering accountability and consistent application of policy, practices, and procedures.
- The successful candidate will also have a strong commitment to excellent customer service and be highly collaborative; have exceptional communications skills and a proven track record of achievement working in a municipal environment.
- Plans, coordinates, directs, manages, and supervises all Village activities, operations, programs, and services including the supervision of all Village employees.
- Develops, implements, and monitors a wide range of plans, programs, policies, and procedures for the Village.
- Supports the Village Board of Trustees by performing complex policy development and analysis, and by providing professional recommendations to the Board on all policy matters.

The hiring range for this position is \$100,000 +/- DOQ. Benefits include medical, dental, vision with the Village paying 100% of employee premiums, participation in the Illinois Municipal Retirement Fund (IMRF), vacation, sick, and personal leave. An employment agreement will be offered. Residency within the Village is not required. Interested professionals should electronically submit a resume, cover letter and contact information for five professional to Village Administrator Search Panel c/o Julie Rittenhouse, Village Clerk at JRittenhouse@winthrop harbor.com. Questions, please call 847-872-3846 x1010.

The Village of Winthrop Harbor is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender

identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law