



Announces a Recruitment For

VILLAGE MANAGER

For THE VILLAGE OF ORLAND PARK

GovHR USA is pleased to announce the recruitment and selection process for a Village Manager for the Village of Orland Park, Illinois. This brochure provides background information on the Village of Orland Park as well as the requirements and expected qualifications for the position. Candidates should apply by October 7, 2016 with resume, cover letter and contact information for three professional references to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. The Village of Orland Park is an Equal Opportunity Employer.

Heidi Voorhees, President

GovHR USA

630 Dundee Road, Suite 130

Northbrook, IL 60062

TEL: 847-380-3240

FAX: 866-401-3100

Formal applications should be submitted to:

www.govhrusa.com/current-positions/recruitment



ORLAND PARK



PROFESSIONAL ANNOUNCEMENT

Orland Park, IL (60,000) Orland Park is a dynamic, progressive, growing community of nearly 60,000 residents (expected build out 75,000 population) strategically located in Cook and Will Counties, just 25 miles from Chicago. A regional destination for residential, commercial and retail development, Orland Park is seeking Village Manager candidates to provide strategic leadership of the day to day operations of the Village which includes oversight and implementation of an economic development program. A family oriented community, residents enjoy high quality municipal services, beautiful parks and open spaces and a variety of entertainment and recreational options. Orland Park is a politically stable, fiscally strong community with a \$152 million total budget, 280 full time and 650 part time employees. The Village Manager is appointed by the Village President and Board of Trustees and is responsible for the administration of the Village Board's goals, policies and programs as well as the effective management of the Village's services. Orland Park is a full service home rule community providing, police, public works, community development, finance, parks and recreation. Fire/EMS is provided through a separate Fire Protection District. The Mayor and six Village Board members are elected at large on a non-partisan basis and work closely with the Village Manager to provide efficient and effective services to the residents and businesses. Successful candidates will have a strong background in general municipal management with excellent financial and analytical skills as well as a passion for state of the art customer service. Private sector experience is valued and encouraged. Candidates must exhibit a collaborative, welcoming approach with elected officials, residents, the business community, and employees. The position requires a minimum of ten years of increasingly responsible management experience in municipal government and a bachelor's degree in public administration; a master's degree and/or an ICMA Credential Manager designation are highly desired. Residency is required within a reasonable time frame. Starting salary range: \$165,000 - \$180,000+/- DOQ with excellent benefits. Apply with resume, cover letter, and contact information for three professional references by October 7, 2016 to www.GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-3243.



THE COMMUNITY

Orland Park is a premier community located 30 miles southwest of Chicago's Loop with a residential population of nearly 60,000, and is the commercial and retail hub of the Chicago south suburban region. Orland Park continues its wave of growth and prosperity from a historic, rural community to a dynamic corporate and commercial center.

Village Manager

Orland Park has a unique blend of residential and business communities in the midst of more than 700 acres of parks and open lands. In 2014, Orland Park was named one of Chicago Magazine's "Best Places to Live." Important factors for this recognition are its low crime rate, exceptional amenities and access to downtown Chicago. Residents and businesses enjoy a strong sense of community with activities for the whole family at the Village's Aquatic Center. Each summer, the Village is home to a Farmer's Market and regular free concerts in the park. The Village also sponsors an annual July 4th celebration, a Taste of Orland Park in early August, a Great Pumpkin Party in the fall, a Holiday Festival in December and numerous other activities for residents and visitors of all ages.

The Village regularly surveys its residents using a National Citizen Survey instrument. The 2014 survey showed 91% of respondents rated their overall quality of life in Orland Park as excellent/good and 95% of respondents rated Orland Park excellent/good as a place to live.

The Village Comprehensive Plan provides an overview of the Orland Park community, economic development, culture and more. It is located on the Village's website at:

<http://www.orland-park.il.us/index.aspx?NID=125>

THE ORGANIZATION

The Village of Orland Park was incorporated May 31, 1892 and operates under the Manager form of government. Legislative oversight in the Village is provided by an elected Mayor and Board of Trustees. The corporate authorities include the Village President (Mayor), the Village Clerk and six Village Trustees, each of whom is elected at-large to a four-year term.

The Village of Orland Park is a full service community employing approximately 280 full-time employees, approximately 650 part-time and seasonal employees

combined. Departments include: Clerk's Office, Business Information Systems, Development Services, Finance, Public Works, Mayor's Office, Parks, Police, Public Information Office, Recreation, and the Village Manager's Office. Some of the Village's employees are represented by collective bargaining agreements. The Police officers are represented by the Metropolitan Alliance of Police (MAP); the Public Works, Parks and Building Maintenance employees are represented by AFSCME. The Village of Orland Park received fire and EMS services from the Orland Park Fire Protection District, a completely separate agency.

The organization's strategic plan goals include economic development, downtown development, quality of life and the integration of the High Performance Organization (HPO) framework.

The village's financial standing is very stable. The Village of Orland Park has excellent bond ratings of AA+ from Standard and Poor's and Aa1 from Moody's. Operating and capital budgets for Fiscal Year 2016 are balanced without the implementation of any new revenue sources.



Village of Orland Park

The General Obligation debt to EAV ratio of 4.35% and the Village's property tax levy remained flat for the past five (5) straight years. The overall expenditure budget is \$152 million and the general fund budget is over \$50 million.

The village believes in transparent, responsive government. Orland Park was the first organization in the state of Illinois to receive a 100% Transparency Award from the Illinois Policy Institute. Nearly 3,000 residents recently participated in a telephone town hall meeting, providing valuable insights and opinions to the Village's elected and appointed officials.



THE VILLAGE MANAGER POSITION

The Village Manager is the chief administrative and operational officer of the Village of Orland Park, and is responsible for the efficient administration of nine operating departments and several divisions, 280 full-time employees and an annual budget of approximately \$152 million. The Village Manager performs responsibilities of high complexity, and reports directly to the Village President and six member Board of Trustees.

In collaboration with the Mayor and the Village Board, and department directors this position is expected to facilitate the development of and provide oversight to the implementation of the village-wide short-term and long-term goals aligned with the Village's overall mission. This position will lead the organization and provide strategic advice on matters relating to economic development, financial matters, leadership, innovation and process and systems improvement.

High profile projects include infrastructure improvements; facility development and management; economic development; labor relations; and other projects with interaction with Village officials and employees, external public officials and offices, attorneys, accountants, and consultants representing the Village. The Village Manager attends all meetings of the Village Board of Trustees and Committees and other meetings as required.

- ◆ The Village Manager will utilize strong project management and implementation skills to develop and articulate a creative and innovative vision in the Village. This position will coordinate the progress of all large scale Village projects and ensure that each is using appropriate methodologies towards completion.

Village Manager

- ◆ The Village Manager develops, monitors, and maintains a continuously improving, performance management focused organization, capable of supporting the overall needs of operating departments through appropriate and cost effective allocation of resources. A strong focus on customer service is expected.
- ◆ The Village Manager will implement key objectives related to High Performing Organizations which include: increased automation of village services and improvement of internal/external-facing functions, as well as using technology and business process improvement as the platform for organizational improvement. It also entails embracing a culture of learning, respect, and leadership at all levels of the organization.
- ◆ The Village Manager is expected to remain abreast of recent developments and trends in related fields and incorporate as appropriate.
- ◆ The Village Manager will share a dedication and commitment to the Village of Orland Park's employee values which embody; integrity, communication, teamwork, professionalism and quality of life.

CHALLENGES & OPPORTUNITIES

The next Village Manager can expect to work closely with the elected officials, senior staff and other stakeholders when appropriate on the following:

- ◆ The Village prides itself in its quality of life for its residents and delivering high touch customer service in all provided services. This principle is being challenged, however, in an increasingly automated service delivery environment, and there is growing concern among elected officials, executive management, and the community, that the Village is not keeping up with the rapid pace of change in the online service space. As such, the Village Manager will provide direct oversight to the newly created Business Information Systems Department which is tasked with collaboratively integrating ongoing information technology initiatives and taking the lead for guiding the development and implementation of a strategic technology plan.
- ◆ The Village has embarked upon a high performance organizational model that fosters a culture of leadership at all levels. Included in this overall organizational change is an emphasis on *Lean Six Sigma* methodology for staff to use as a tool in pursuing continuous improvement. This is an exciting time for the organization, and the Village Manager will be expected to jump right in with the executive team in embracing leadership at all levels.



Village of Orland Park

- ◆ As mentioned earlier, the Village was recognized as the first public body in Illinois for obtaining the highest score possible in public transparency by the Illinois Policy Institute. To date, Orland Park remains at the top of public entities in the state for its transparency efforts. This recognition is critical to the staff and elected officials for maintaining trust and respect with the community. The Village Manager will be expected to explore ways to collaborate with staff to continue to improve the Village's sunshine policies and keep the Village at the forefront of this initiative.
- ◆ The Village Manager will be expected to work collaboratively with the elected officials on economic development initiatives that build upon the University of Chicago Medical Center project at 143rd and La Grange Road. Another area of focus is the I-80 corridor. The Village is also in the process of purchasing the Palos Fitness Center which will provide additional recreational opportunities and involves a land swap.



THE IDEAL CANDIDATE

The Village seeks a confident, proactive, open-minded and collaborative professional with several years of progressive experience managing a similar organization. Private sector experience is highly valued.

Orland Park is looking for a talented and experienced professional who can lead its existing staff in an ever continuing effort to improve the effectiveness and efficiency of the municipal government. As such, he/she will have the following:

- ◆ **A passion for excellence.** Enthusiasm and dedication to transform results from ordinary to extraordinary. The successful candidate needs to be someone who does not settle for the status quo.
- ◆ **Excellent communications skills.** The Village Manager will present ideas and concepts to elected officials, staff, and the community. As such, the Village Manager will be able to speak and write with excellence. He/she will be able to explain his or her vision for the organization with both precision and clarity, while also inspiring others to contribute to achieve it. The individual must also be able to explain complex terminology in a way that is readily understandable to those with very little knowledge of municipal operations.
- ◆ **Financially savvy.** Orland Park is in a strong financial position. The Village desires someone who can distinguish between what is necessary and prudent, and what is not. In other words, the Village wants maximum yield on its investment, and the Village expects the successful candidate to manage the budget and other financial matters with diligence and care.

Village Manager

- ◆ **Commitment to Customer Service.** The successful candidate will have a strong history of providing effective customer service throughout an organization. This includes implementing macro systems that track service requests to instilling a philosophy with all employees that each resident who comes to Village Hall is treated with respect and their concern is handled as efficiently and effectively as possible, showing genuine concern and empathy.



This position requires a Bachelor's degree in political science, public administration, planning, finance, or related field. A Master's degree in public administration or related and or ICMA-CM is strongly preferred along with at least ten (10) years related experience working in progressive municipal management, preferably in a growing community with specific experience in development oversight, human resources, finance/budgeting, and information systems.

Strong organization wide strategic project planning, implementation, management, and tracking; budgeting; fiscal management; solid judgment; supportive and motivating leadership style; and participatory management approach are essential qualities that this position requires. The successful candidate must maintain a high level of communication with Village leadership, supervisors, and staff, working proactively to understand their needs and to align related decisions with the organization's goals.

Residency in incorporated Orland Park is required of the selected Village Manager. The timing of relocation can be negotiated if necessary.

COMPENSATION AND BENEFITS

Salary range starting is between \$160,000 and \$180,00 +/-, depending on qualifications. The Village of Orland Park offers a comprehensive employee benefits package, which includes the choice of an HMO, Consumer Driven Health Plan (HDHP/HSA), and two traditional PPO Plans administered through BlueCross and BlueShield of Illinois. The Village also provides a wellness program, dental, vision, life insurance and a flexible spending account program at no monthly cost to employees. Retirement programs include participation in the Illinois Municipal Retirement (IMRF) and the option to participate in 457(b) deferred compensation plans.

Visit the Orland Park website at www.orlandpark.org for additional information about the Village of Orland Park.

