



The Village of Park Forest, Illinois
Deputy Village Manager/Director of Finance

Park Forest, IL (pop. 21,975) Progressive, historic south suburban community known for its well managed municipal services and its focus on customer service. Park Forest is a home rule municipality located in both Cook and Will Counties, Illinois, approximately 30 miles south of Chicago. Park Forest is a full service municipality including public works, police, fire, community development, planning, economic development, finance, recreation and parks, health and a housing authority. The Village has an annual operating budget of \$23 million, a total budget of \$50 million and 170 full-time equivalent employees. The Deputy Village Manager/Finance Director also serves as the Village Treasurer and is appointed by the Village Manager. The current Deputy Village Manager/Finance Director is retiring after 22 years of service to Park Forest. The Deputy Village Manager/Finance Director is an integral part of the executive management team participating in key decisions regarding strategic planning, economic development, capital planning and development, fiscal policy and collective bargaining. The Village Manager and executive team are extremely collaborative and value teamwork which has resulted in a high functioning, long tenured senior staff. This position oversees 21 staff members including finance department functions, downtown operations and information technology. Direct reports include an Assistant Finance Director, IT Director, and a Downtown Operations Manager. The Finance Department also has an Accounting Manager and Accountant positions. The Deputy Village Manager/Finance Director has overall responsibility for budget development and administration, audit preparation, long and short term revenue and expenditure strategies, investments, purchasing, utility billing, information systems, pension benefits and all policies affecting the overall fiscal health of the Village. Candidates must have a bachelor's degree in finance, public policy, public administration, business, or a related field. A CPA and/or master's degree in public policy, public administration, finance or business administration is a plus. Candidates must have five to seven years of increasingly responsible experience in executive-level financial administration with a portion of that experience in the public sector. The successful candidate will be a highly collaborative, experienced executive with a proven track record in progressive fiscal management, with the ability to work closely with elected and appointed officials and department heads on the Village's financial strategies and overall operations. The Village of Park Forest offers a competitive benefits package and is an Equal Opportunity Employer.

The starting salary range is \$100,000 - \$125,000 +/- DOQ. Residency is not required but the final candidate should live within a reasonable commuting distance. Candidates should apply at once

but no later than March 13, 2017 with resume, cover letter and contact information for 5 references to GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, GovHR USA , 630 Dundee Road #130 Northbrook, IL 60062 Tel: 847-380-3240.