



Executive Recruitment for

WINNETKA, ILLINOIS

Gov HR USA is pleased to announce the recruitment and selection process for the Village of Winnetka, Illinois' next Community Development Director. The current Community Development Director is retiring after 16 years of service to the Village. This brochure provides background information on the Village of Winnetka, the municipal organization and the qualifications and experience the Village is seeking in its next Community Development Director. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for five work-related references by March 8, 2017 to www.GovHRUSA.com/current-positions/recruitment.

Additional information about the Village of Winnetka can be found on the Village's website: www.villageofwinnetka.org.

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COMMUNITY DEVELOPMENT DIRECTOR



PROFESSIONAL ANNOUNCEMENT

Winnetka, IL (12,187), Beautiful north suburban community known for its tree-lined neighborhoods, excellent schools and high level of municipal services is seeking an experienced planning and land use professional to serve as its next Community Development Director. A home rule community with a AAA bond rating, Winnetka is located in Cook County, Illinois, approximately 16 miles north of Chicago on the shore of Lake Michigan. Winnetka has three separate and distinct business districts and recently completed its first Downtown Master Plan. It is a full-service municipality with water, sanitary sewer, storm sewer, refuse, and electric utilities. The Village has an annual budget of \$70 million and 153 full-time employees. The Community Development Director is appointed by the Village Manager. The current Community Development Director is retiring after 16 years of service to Winnetka. The department has five full-time employees, one part-time employee and contracts for building inspections, sanitation, and plan review services. The department has significant responsibilities for advisory boards and commissions, including Design Review Board, Landmark Preservation Commission, Plan Commission, and Zoning Board of Appeals.

The Community Development Director is an integral part of the executive management team, leading and facilitating key decisions regarding planning, zoning, building, and economic development issues and initiatives. Candidates must have a bachelor's degree in planning, architecture, or a related field. An AICP designation and/or master's degree is a plus. Candidates must have at least ten years of increasingly responsible experience in planning and zoning, of which five years are supervisory experience. Past responsibility for building and code functions is critical. The successful candidate will be a highly collaborative executive with a proven track record in excellent customer service, process improvement, planning and zoning administration, strategic thinking, planned development, economic development, and with the ability to work closely with elected and appointed officials and department heads on the Village's short and long-term planning needs. The Village of Winnetka offers a competitive benefits package and is an Equal Opportunity Employer. Salary: \$145,000 +/- DOQ. Candidates should apply no later than March 8, 2017 with resume, cover letter and contact information for five references to www.GovHRUSA.com/current-positions/recruitment to the attention of Heidi Voorhees, GovHR USA, 630 Dundee Road #130 Northbrook, IL 60062 Tel: 847-380-3243.

COMMUNITY BACKGROUND

Winnetka is an historic, beautiful community with tree-lined streets and architecturally significant homes located on the shore of Lake Michigan approximately 16 miles north of downtown Chicago. The community was incorporated in 1869, prior to the adoption of the first Illinois constitution, and while governed by Illinois statutes pertaining to home rule municipalities, Winnetka also has Special Charter status. In 2005, Village residents approved a referendum granting the Village home rule status, which provides for greater legislative and revenue generating flexibility. Winnetka holds a Aaa bond rating, and is known for its progressive, customer-oriented local government, excellent schools, and charming business districts. It is home to New Trier High School, a nationally recognized public school where 98% of its graduating students continue on to college.



Winnetka is strategically located within an easy drive or train ride to Chicago's loop from three train stations. The community has well developed and maintained recreational facilities, most of which are operated by an independent Park District. Winnetka has four public beaches, a boat launch, numerous parks, an indoor tennis club, an ice rink, a public golf course and forest preserve areas. The Village is served by the Winnetka-Northfield Public Library, also operated by an independent district.

THE MUNICIPAL ORGANIZATION

The Village operates under a Council/Manager form of government adopted in 1915. The Village President and Board of Trustees are elected for two year terms, and appoint a Village Manager to administer the policy set by the Village Council. Elected officials are limited to two terms. The Village Manager supervises the 153 municipal employees, and the \$70 million annual budget. The current Village Manager was appointed in 2010 and leads the Village's Executive Team, which also includes the Police Chief, Fire Chief, Finance Director, Public Works Director, Water & Electric Director, and Assistant Village Manager.

The Village provides a full range of municipal services, including police and fire protection, community and economic development, construction and maintenance of the Village's streets and infrastructure, water, sewer, refuse, and electric utilities. The Village's Water Production and Treatment Plant and its Electric Plant, both located on Lake Michigan, in addition to Public Works pro-

vide these critical services for the residents and businesses of Winnetka. Police and Fire Department employees are represented by collective bargaining units.

Winnetka Facts

Number of Full-Time Employees (2017): 153

Bond Rating: AAA

Operating Revenues (General Fund, FY 17):
\$25.2 million

Operating Expenses (General Fund, FY 17): \$24.8

Fire Services

Number of Sworn Firefighters: 24

Calls for Service (2015): 2,150

Number of Fire Stations: 1

Number of Fire Hydrants: 771

I.S.O. Rating Class: 3

Police Services

Number of Sworn Police: 28

Number of Police Stations: 1

Annual Calls for Service (2015): 7,449

Public Works

Miles of Streets Maintained: 58

Leaf Program Annual Collection: 9,300 cubic yards

Municipal Water Utility

Total Water Consumption (2015): 877,519,077 gallons

Number of Water Meters: 4,347

Miles of Water Main: 71.5

Municipal Electric Utility

Total Electric Consumption (2015): 121,939,756.79 kWh

Peak System Electric Demand (2015): 32.758 MW

(on September 5th)

Historical Peak System Electric Demand: 40.09 MW

(August 1, 2006)

Number of Electric Meters: 5,051

Average Annual Residential Consumption:

17,745 kWh's/year

THE COMMUNITY DEVELOPMENT DEPARTMENT

The Village of Winnetka Community Development Department has five full-time employees, one part-time employee and contracts for building inspections, sanitation, and plan review services. The department has significant responsibilities for advisory boards and commissions, including Design Review Board, Landmark Preservation Commission, Plan Commission, and Zoning

Board of Appeals. The Director has been the liaison to the Zoning Board of Appeals and attends other board/commission meetings as needed. In addition, though economic development is a function of the Village Manager's Office, there is considerable interaction with the Community Development Department. The Director and department staff also work closely with the Engineering Division and the Forestry Division (both housed in the Public Works Department). The Village updated its comprehensive plan, *Winnetka*



2020, in 1999. *Winnetka 2020* lays out a blueprint to guide development for the first two decades of the new millennium that is also consistent with the original 1921 Plan, which emphasized preservation of the existing community character and retaining land use boundaries.

The Village recently developed a Downtown Master Plan (DMP) to evaluate existing conditions and to consider future plans of the Village's three business districts: Elm Street, Hubbard Woods, and Indian Hill. This process included extensive business community, resident, and other stakeholder involvement in order to develop recommendations for land use, zoning, parking, and urban design that enhance how the business districts reflect the overall quality of life in Winnetka and to ensure the long-term vitality of the businesses in the community. The Council has allocated \$450,000 in the FY17 budget to provide for short-term DMP initiatives, such as implementing a District Wayfinding Program for each business district and improving the signage related to parking and Village gateways, bike rack installation, and streetscape improvements in the business districts and at key gateways.

2017 Objectives for the Community Development Department include the following:

- ◆ Assist to the Village Council in the implementation of the Downtown Master Plan. This includes review of commercial district zoning regulations; development and implementation of wayfinding and signage program; redevelopments of the Post Office site; development and implementation of gateway signage program; conversion of Merrill Street from a one-way to two-way street. A task force is being developed to assist in the DMP's implementation.
- ◆ Facilitate the One Winnetka Planned Development final approval process. One Winnetka is a planned development on 1.6 acres comprised of several elements and public improvements, including residential, retail, streetscape enhancements, and expanded parking facilities.
- ◆ Assist the Village Manager's Office in furthering economic development activities. The Village recently hired an Economic Development Coordinator who reports to the Assistant Village Manager and works closely with the Community Development Department staff.
- ◆ Process building permits and all associated activities, in a timely and customer service friendly manner.
- ◆ Continue to provide staff support to advisory boards/commissions/committees.



THE COMMUNITY DEVELOPMENT DIRECTOR

The Community Development Director is a respected and integral part of the Village Manager's executive team. The Director has oversight and is responsible for all activities in the department including planning, development, zoning administration, board/commission liaison duties, inspections, and all permit processing. The Village is dedicated to customer service and expects the next Director to be experienced in development, inspections administration and efficient and effective permit processing.

CANDIDATE QUALIFICATION CRITERIA

The Village is seeking experienced candidates with high integrity and a demonstrated commitment to teamwork and customer service to serve as the Village's next Community Development Director. The following education, experience, management, and leadership criteria have been identified as important skills and abilities for candidates to possess and demonstrate. The starting salary range for the position is \$145,000 +/- depending upon qualifications. Residency in the Village of Winnetka is not required.



Education and Experience

A bachelor's degree in urban planning, architecture or related field is required. A master's degree and/or AICP certification is strongly desired.

A minimum of 10 years of progressively responsible experience in planning, zoning, and code enforcement including five years supervisory experience is required.

Experience as a Chief Building Official and/or ICC certification(s) is a plus.

Possess a thorough knowledge of the principles and practices of urban planning, land use, building construction, zoning, subdivision, historic preservation, economic development, and site development rules, regulations and ordinances.

Possess strong analytical skills with the ability to review or assist in the review of developer proposals, project pro forma, and economic analysis while ensuring the Village's best interests are represented.

Demonstrate a reputation for an approachable, welcoming style, able to quickly establish credibility with the public, business community, and municipal organization.

Have experience in the administration of contract services with the ability to ensure high quality service delivery.

Be a creative problem solver who assists businesses and homeowners with their projects and questions about municipal processes, regulations and codes.

Experience working with elected and appointed officials and the public with the ability to present community related data in a comprehensible and understandable manner.

Experience supervising plan review and inspection processes with the ability to ensure the department is performing its duties in a cost-effective manner with an emphasis on customer service.

Be comfortable with and willing to challenge the status quo in reviewing the department's policies and procedures, with an understanding of how to effectively implement change when appropriate.



Management Style/Personal Traits (In order of importance)

Complete personal and professional integrity inspiring the confidence of elected and appointed officials, including advisory board members, as well as the general public.

A strategic thinker and able to establish short-term and long-term planning goals and objectives, as well as able to develop metrics for evaluating progress and monitoring strategic priorities.

Easily accessible and approachable as the Village's code compliance officer; demonstrate flexibility when appropriate in the application of codes and regulations.

Have a team management orientation and the ability to work closely with the Village Manager's office, Department Heads, and employees throughout the organization in an effective, harmonious manner.

Able to establish Department goals and objectives, budget, develop programs, and able to review processes and procedures in order to make recommendations for improvements.

Experience with being able to effectively lead and supervise the department in accomplishing organizational goals.

Able to balance competing initiatives, prioritize, and process multiple, diverse, short and long-term projects, while maintaining responsiveness to other departments, elected officials, and the public.

Possess the maturity and self-confidence to firmly and diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration, while also being committed to carrying out final decisions in a timely, professional, and impartial manner.

Articulate and effective communicator, both orally and in writing.

Open, friendly personality and management style and be one who can establish trust quickly with others.

Regularly demonstrate good listening skills and a willingness to work out zoning and building code challenges in a collegial, respectful manner.



Community Development Department

