

Executive Recruitment for

PARK FOREST, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for the Village of Park Forest's, Park Forest Illinois, Deputy Village Manager/Finance Director. This brochure provides background information on the Village of Park Forest community and organization as well as on the Finance Department. The Deputy Village Manager/Finance Director is an integral part of the Park Forest executive team, a talented and cohesive group. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for five work-related references at once to www.Govhrusa.com/current-positions/recruitment.

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DEPUTY VILLAGE MANAGER/ FINANCE DIRECTOR



PROFESSIONAL ANNOUNCEMENT

Deputy Village Manager/Finance Director - Village of Park Forest, Park Forest, IL (pop. 21,975). A 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 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 Administrator, and a DownTown Facility 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. The successful candidate will have the ability to build strong interpersonal relationships and 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 has a longstanding reputation as an Equal Opportunity Employer which values diverse perspectives and staff. 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: 847-380-3243

COMMUNITY BACKGROUND

The successful plan for developing Park Forest came on the heels of World War II. On October 28, 1946, developer Philip M. Klutznick, along with Nathan Manilow and Carroll F. Sweet, held a press conference at the Palmer House in Chicago to announce that American Community Builders (ACB) planned to privately develop a new self-governing community in Chicago's south suburbs. The village would ultimately provide a variety of housing options for over 5,000 families, an extensive park system, one of the first major outdoor shopping centers in the country and a town hall supporting all municipal functions with a village manager at its head.

Park Forest was designed by Elbert Peets in the tradition of other planned communities in order to provide housing for veterans returning from the war, earning it the nickname “GI town.” ACB placed advertisements in the *Chicago Tribune* to lure prospective residents to Park Forest. New tenants applied to live in the village and ACB screened applicants according to their income level, education, status as a veteran, and need. The first residents arrived in August 1948, and on February 1, 1949, Park Forest was incorporated as a village. By 1950, over 3,000 families had settled in Park Forest.

It was America’s first post-war planned community and its innovative design has been recognized and used as a model for towns throughout the world. The Village of Park Forest has received numerous livability citations including two All-America City Awards, two Governors Home Town Awards and, its Downtown redevelopment received the Burnham Award for excellence in planning. The Illinois Chapter of American Institute of Architects recognized Park Forest as one of Illinois’ greatest places for urban design and urban planning.

Located approximately 30 miles south of downtown Chicago, Park Forest (population 21,975) is part of both Cook and Will Counties. It is bordered by Chicago Heights, Matteson, Olympia Fields, Richton Park and University Park. Interstate Highway 57 is less than three miles to the west and the Bishop Ford Expressway eight miles to the east, providing access to all of the major highways in the Chicago area. Both Midway and O’Hare airports are less than an hour away. Park Forest residents have easy access to three Metra commuter rail line stations. Metra trains make 80 daily trips to downtown Chicago.



Park Forest’s first homes were multi-family rental units for the returning servicemen from World War II. Many of the early rentals were later converted to housing cooperatives and condominiums but a large number remained rentals. During the early 1950s, thousands of small single-family “starter-homes” were built. Later, another building surge saw the production of larger, two story homes, some with four or five bedrooms. Today, of the nearly 9,600 housing units, about 5,700 are single-family homes. Another 3,880 are multi-family units, of which almost 2,000 are cooperatives. In addition, scores of original starter homes have been enlarged over the years to fit the needs of today’s homeowners.



From its inception, Park Forest has been an open community. Although pioneer residents represented religious but not racial diversity, less than ten years after its incorporation, the Village began a Human Relations Commission, adopted a Fair Housing Ordinance and actively sought racial diversity. The Village did not follow the pattern so prevalent in Chicago’s neighborhoods and suburbs of white flight and racial resegregation. Park Forest’s minority population (African-Americans, Asians and Hispanics) represents 56 percent of the total. With more than 15 churches and synagogues and a nearly 50-year commitment to fair housing, all ages, races and religious groups call Park Forest home.

Park Forest’s greatest amenities are recreational, cultural and the high level of service provided by its local government. The 2,000+ acres of parks, recreation facilities and open land in Park Forest are the largest per capita in Illinois. In addition to numerous playgrounds, ball fields and picnic facilities, the Village contains numerous tennis courts including an indoor Tennis & Health Club and a large outdoor swimming complex. From its

Park Forest, Illinois

founding, residents valued a rich cultural life. Today, Park Forest is home to the Illinois Philharmonic Orchestra which performs at nearby Lincolnway High Schools' Performing Arts Centers and the Tall Grass Arts Association, a 61 year-old visual arts organization which sponsors juried shows, a juried art fair, an art gallery and an art school. Park Forest is also home to Freedom Hall, a cultural arts center that is celebrating its 40th year of hosting a variety of performing groups from jazz to classical including children's theatre and the world-famous Second City Players.



Park Forest residents enjoy exceptional municipal services from its police, fire, public works and health services. The Village has one of the few municipally-operated health departments in Illinois, complete with home and public health care services. Park Forest boasts a three-minute average response time to fire/EMS calls. Its crime rate is well below that of most municipalities in the five-county Chicagoland region. Park Forest processes and distributes its own well water, with a state of the art water plant that was built in 2005 supplying high-quality, purified softened water that is abundant year-round. It is not affected by the seasonal water shortages impacting communities that purchase and distribute Lake Michigan water. In 2010 and 2012, Park Forest won awards for the best tasting water produced in the State of Illinois as selected by the Illinois Section American Water Works Association.

Park Forest recognizes the importance of education with an array of options designed by trained and accredited professionals. Preschool programs include a Montessori school, private and parochial daycare and nursery schools. The public schools offer programs for both the gifted and learning-disabled. Prairie State, a junior college, and Governors State University, an upper division college

and graduate school, are both only minutes away. Governors State University began to offer a four-year full undergraduate program in 2013. The Park Forest Public Library is rated one of the best in the Suburban Library System.

Originally the majority of its population commuted to work in Chicago. Today, Park Forest residents have numerous local employment opportunities. Continental Midland, a manufacturer of automotive/appliance screws, is located south of the Village and employs 160 individuals. The light industrial park in the Cook County portion of Park Forest contains a U-Haul rental facility, a *Chicago Tribune* warehouse facility, Champion Sportswear, Americana Incorporated, Imageworks, several body shops, Hadady Corporation and Star Disposal transfer station. At this time, the major employer in Park Forest is the Elizabeth Ludeman Center, a State of Illinois facility for the developmentally disabled, with 750 employees.

In 2007, Park Forest was recognized as one of the 150 great places in Illinois as selected by the American Institute of Architects. Additionally, *Forbes Magazine* deemed the Village of Park Forest as one of the most livable suburbs in all of Illinois. In 2011, Park Forest was selected as a top 100 employer by the *Chicago Tribune*, and was the only local government agency to make the list.

The Village of Park Forest has a legacy of living and growing sustainably. Since adopting the Growing Green: Park Forest Sustainability Plan (PFSP), the Village has received several awards and is a recognized leader in sustainable practices.

Please visit the web site at www.villageofparkforest.com for a wealth of information about Park Forest and the surrounding area.



VILLAGE GOVERNMENT

The Village of Park Forest, incorporated in 1949, is a home rule municipality. The Village operates under the Council-Manager form of local government which combines the political leadership of elected officials with the managerial experience of a professional Village Manager. Park Forest has seven elected officials including six Trustees and the Mayor. The Village Clerk is appointed by the Mayor and Village Board.

Together, the Mayor and Village Board of Trustees create policy and direction for the Village. They perform such functions as passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning, and other land use regulations, and generally deciding on important issues which affect the Village of Park Forest.

Since 1949, Park Forest has been characterized by a high level of volunteerism and participation in community affairs. Citizens take part in a number of volunteer boards and commissions that provide advice to the elected Board of Trustees. They also participate in numerous community, service and civic organizations dedicated to the betterment of the community.

The Village Board appoints the Village Manager by majority vote for an indefinite term, selected solely on the basis of executive and administrative qualifications. The current Village Manager has been with the Village for 19 years, 13 of those years as the Village Manager. A testament to its stability, the community has had only 5 Village Managers since 1970. The Village Manager is the chief administrative officer of the Village, responsible for implementation of Board policies and goals and managing all services provided to Village residents. Village Department Directors, including the Deputy Village Manager/Director of Finance, report to the Village Manager and are charged with directing the activities of the respective departments. The Village has a FY 2017 General Fund operating budget of approximately \$23 million and a total budget of \$50 million.

FINANCE DEPARTMENT

The Deputy Village Manager/Finance Director supervises 21 full and part time staff. Direct reports to the Deputy Village Manager/Finance Director include the Assistant Finance Director, the Information Technology Director and the Downtown Facility Manager. In addition, the department has an Accounting Manager and Accountant who are both CPAs. The department also includes a full time accounts/payable staff member and three full time and three part time staff members in utility billing, cash management and bank reconciliations. The DownTown operations include three part time staff members who perform grounds maintenance and other duties. Information Technology includes an additional full time technician.

In 2016 the Village undertook a full conversion of their operations to a new ERP system. The conversion included payroll, permits, human resources, budget, financial reporting, etc. Overall the conversion was highly successful.

In 1995, the Village of Park Forest's largest downtown property owner was not able to maintain the buildings nor pay the taxes. Many of the buildings were vacant. The Village ended up purchasing the 600,000 square feet of property and demolished some of the old, vacant building that once housed department stores like Sears, Goldblatts and Marshall Fields. The Village is now the landlord of over approximately 200,000 square feet of property. The Deputy Village Manager/Finance Director has the responsibility for the DownTown operations, assisted by the DownTown Facility Manager and the part time staff dedicated to this effort. The Village has run this like a business, negotiating the leases. Ideally, the Village would like to find a purchaser for some of these properties.

The Village also operates a housing authority and receives over \$6 million in federal housing assistance payments. The Housing Authority has its own Director and coordinates their audit, however does rely on the Accounting Manager and their staff to assist with some of the financial data.



The Deputy Village Manager/Finance Director is also active with both the Police and Fire Pension funds, though this position does not handle the pension fund investments. The Village's policy has been to fund the actuary's recommendation. The Village has fiscal policies regarding fund balance and investments and they closely adhere to those policies.



DEPUTY VILLAGE MANAGER/ FINANCE DIRECTOR QUALIFICATION CRITERIA

The Village of Park Forest is seeking proven and progressive Candidates with a team oriented style and a strong background in finance, preferably public finance. The following factors of education, experience, leadership and management style, and personal and professional traits have been identified as necessary and/or desirable for the Deputy Village Manager/Finance Director to succeed in this position. The salary range for the position is \$100,000 - \$125,000 +/- DOQ with excellent benefits. Residency within a reasonable distance of the Village is desirable.

Education and Experience

- Graduation from a college or university with a Bachelor's Degree in accounting, finance, business or related field. A Master's Degree in Public or Business Administration or CPA/CPFO designation is highly desirable.
- A minimum of five to seven years of progressively responsible experience in municipal finance management or a closely related field; proven financial management experience in a municipal organization of comparable complexity to Park Forest is preferred.
- Be completely comfortable collaborating with the Village's senior executive team on key decisions facing the Village; be similarly able to foster a team environment in the finance department, understanding when it is time to make a final decision and move forward.
- Have a thorough knowledge of municipal accounting, budgeting, auditing, purchasing, and debt management.
- Ideally have an understanding of and experience with Information Technology management.
- Possess strong financial management abilities involving long range revenue and expenditure forecasting, capital improvement financing, budget development and implementation and administration of federal and state grants.
- Be a conservatively creative problem solver who assists other municipal departments, Village Manager and elected officials with long and short range fiscal policy, budget issues, questions and challenges.
- Possess demonstrated experience as a recognized financial leader in a municipal organization or an organization comparable to a municipality; have a reputation for being an approachable, helpful problem solver.
- Ensure prompt and regular reporting of municipal fiscal picture to Village Manager and elected officials. Ability to create both high level financial "dashboard" information as well as an historical analysis is important.
- Have a thorough knowledge of laws and regulations as they pertain to the administration of municipal finance; familiarity with current and emerging issues with respect to the Government Accounting Standards Board.

- Possess strong presentation skills. Have experience working with elected and appointed officials and the public with the ability to present financial information and related data in a comprehensible, understandable and effective manner.
- Have sufficient experience in the preparation and administration of a municipal budget; be able to work cooperatively and respectfully with all municipal departments in the development and administration of their budgets, programs and initiatives.
- Have experience in preparing and implementing a long term capital improvement program; be knowledgeable in alternatives for capital improvement financing.
- Have experience in the issuance of debt instruments for capital improvements and economic/community development.
- Have experience interacting with and making presentations to financial institutions and rating agencies.
- Possess strong ability to evaluate revenue sources with a goal of increasing and diversifying revenue income; be knowledgeable on emerging trends in alternative revenue sources.
- Have knowledge of computer technology and financial application software as they affect the Finance Department and other Village Departments; be personally familiar with a variety of personal computer applications including Outlook, Excel, PowerPoint and Word.
- Have 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.
- Be an articulate and effective communicator, both orally and in writing; be thoroughly knowledgeable about the Village's financial condition at all times.
- Be an effective delegator, allowing latitude to staff to carry out their responsibilities independently while remaining knowledgeable and accountable for Village financial operations.
- Have a team management orientation and the ability to work with the Village Manager, Department Heads and employees throughout the organization in an effective, harmonious manner.
- Have an open, friendly personality and management style and be one who can establish trust quickly with others.
- Maintain composure at all times, especially in situations with competing time demands, providing thoughtful guidance to employees, department heads and elected officials.
- Encourage professional development of Finance Department employees and lead by example in being current on issues and trends.
- Regularly demonstrate good listening skills, patience and a willingness to work out financial and budgeting challenges in a collegial, respectful manner.

Management Style/

Personal Traits

(Not in order of importance)

- Have complete personal and professional integrity inspiring the confidence of elected and appointed officials as well as the general public.
- Be “easily accessible” and approachable as the Village's top financial officer; demonstrate flexibility when appropriate in the examination of budget and financial issues.



Village of Park Forest Organizational Chart

