



The Village of Wauconda, Illinois
Village Administrator

Wauconda, IL (13,603), a non-home rule community located in Lake County, Illinois, approximately 45 miles northwest of Chicago, is seeking highly professional, energetic candidates interested in serving as its next Village Administrator.

Wauconda (5.73 square miles) is a community of beautiful neighborhoods, with excellent schools, community services and recreational offerings. The outstanding quality of life in Wauconda is shaped by Bangs Lake, a 306-acre recreational amenity that offers a variety of recreational activities such as swimming, fishing, and boating. The Village is a full-service organization which provides Police, Public Works, Planning, Building and Zoning, Economic Development, 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 Wauconda 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 operations of a \$26.1 million budget as well as management and leadership of 58 full time employees.

The next Administrator:

- Active leader with a professional and engaging communication style applied equally and comfortably with residents, elected officials, the business community and employees.
- In continuance of the Village's objective in attracting and maintaining business opportunities, candidates will have a history of economic development with a practical understanding of tax increment financing programs.
- The ideal candidate will possess a strong finance/budget background with the ability to find creative solutions in a fiscal environment guided by a fiscally conservative community approach as well as the unpredictable constraints of State funding.
- The successful candidate will also have a strong commitment to excellent customer service and be highly collaborative, with a proven track record of achievement working in a municipal environment.
- Candidates must have a bachelor's degree in a related field. However, preference will be given to candidates possessing a Master's Degree in public administration or related field.
- Candidates must have seven to ten years of progressively responsible experience in a municipal organization as a manager/administrator or assistant.

The Village of Wauconda offers a competitive benefits package. Residency is not required. Starting salary for the position is \$125,000 - \$140,000 +/- DOQ. Applications are to be submitted by July 31, 2017 with resume, cover letter and contact information for 5 professional references to the attention of Paul M. Harlow, GovHR USA, 630 Dundee Road #130 Northbrook, IL 60062 Tel: 847-380-3240.

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