

VILLAGE OF LA GRANGE, ILLINOIS RECRUITMENT PROFILE ASSISTANT VILLAGE MANAGER

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Assistant Village Manager for the Village of La Grange.

About the Community

La Grange, IL (15,550) Named one of the Best Places to Live in Chicago Magazine, La Grange is a thriving, family oriented community located 16 miles southwest of Chicago's loop. The Village is seeking highly professional, energetic candidates interested in serving as its next Assistant Village Manager. Located in Cook County, La Grange has a bustling downtown with excellent restaurants, high end retail, and a historic movie house. In addition, the community has beautiful neighborhoods and excellent schools all within 2.5 square miles and a short train ride to downtown Chicago. The Village is a full-service organization which provides Police, Fire, Community Development, Public Works, Financial and Administrative services. The Village has a \$33 million budget and 91 full time and 29 part time employees.



About the Village

La Grange is a non-home rule community governed by a Village President and 6-member Board of Trustees operating under the Board-Manager form of government. All are elected to four-year, overlapping terms on an at-large basis. The Village President and Board of Trustees appoint a Village Manager who is responsible for the Village's day-to-day operations including the supervision of 97 full-time employees. The Village's Department Heads work closely together and value their team approach to management and decision making. Department Heads include the Assistant Village Manager, Finance Director, Police Chief, Community and Economic Development Director, Fire Chief and Public Works Director. The current Village Manager is retiring after serving the Village for 25 years, 13 as Village Manager.



The annual operating General Fund budget for the Village is \$33million. The Village Manager serves as the chief administrative officer of the Village and is also responsible for budgeting, policy research and development, coordination and execution of all Village matters.

About the Position – Duties and Requirements

The successful candidate will work closely with the Village Manager in setting the course for the organization for the next generation as determined by the Village Board and will need to be creative, thoughtful and innovative in their approach to municipal service delivery.

Appointed by and reporting to the Village Manager, the Assistant Village Manager assists the Village Manager with managing the day to day operations of the Village. Qualified individuals will be expected to have:

- A master's degree in public administration, business administration, public policy or related field with experience in human resources management and administration. Ideal candidates will have a minimum of 5-7 years of increasingly responsible experience in local government in an administrative and managerial capacity involving the planning, organization, implementation and supervision of projects and daily activities.
- Experience in the effective administration of all Village operations with a strong focus on human resources, strategic planning, collective bargaining, budgeting and communications. The Assistant Village Manager will provide highly responsible and complex administrative support to the Village Manager.
- A passion for community service with the willingness to work closely with not for profit and business organizations. The Assistant will assist the Village Manager and department managers in providing responsive, courteous and efficient service to the public.
- Strong technical and analytical skills, with demonstrated experience in financial planning and management, process analysis and technology deployment. Likewise, experience in administering and integrating strategic priorities across an organization is desired.



Compensation and Benefits

The Village offers a salary range of \$100,000 - \$120,000. Appointment salary DOQ. A comprehensive benefit package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), life insurance. The Village also offers paid vacation, holidays and personal days and sick time. Residency is not required.

Selection Process

Candidates should apply online immediately with a resume, cover letter and contact information for five professional references.

[Click HERE to Apply!](http://www.GovHRUSA.com/current-positions/recruitment) (www.GovHRUSA.com/current-positions/recruitment)

For Questions Contact:

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The Village of La Grange is an Equal Opportunity Employer