

## Executive Recruitment for

### ROUND LAKE, ILLINOIS

GovHr USA is pleased to announce the recruitment and selection process for Director of Economic and Community Development for Round Lake, Illinois. This brochure provides background information on the Village of Round Lake, the Department of Community Development, as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five professional references by **December 22, 2017** to [GovHRUSA.com/current-positions/recruitments](http://GovHRUSA.com/current-positions/recruitments).

#### **Kathleen Rush, Vice President**

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Northbrook, Illinois 60062  
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Formal Applications should be submitted to:  
[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



### **DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT**



### PROFESSIONAL ANNOUNCEMENT

**Round Lake, IL (18,289)**, a beautiful suburban community, known for its family-oriented character and beautiful open spaces, is seeking an innovative, forward-thinking professional to serve as its Director of Economic & Community Development.

A non-home rule community with a diverse mix of business, Round Lake is located in Lake County, Illinois, approximately 50 miles northwest of the Chicago Loop. Although Round Lake has a suburban-like setting, the Village offers quick access to a plethora of amenities, services and entertainment while preserving the quiet rural lifestyle desired by its residents. The Village provides a full range of municipal services with an annual budget of \$13.2 million and 60 employees.



The Director of Economic & Community Development is responsible for economic development, planning, zoning, code compliance, building and construction services and permit functions as well as management and leadership of 3 full time and 1 part-time employees. The Director of Economic & Community Development is an integral part of the executive management team, leading and facilitating key decisions regarding planning, zoning, building, and economic development issues and initiatives. The new Director will report to the Village Administrator and serve as a liaison to the Planning Commission and Zoning Board of Appeals and serve as the Zoning Administrator. The Director is appointed by the Village President with the advice and consent of the Village Trustees.

Qualified individuals will be expected to have:

- A minimum of seven years' experience in a supervisory position in a community of comparable complexity with knowledge of municipal planning, zoning and building code compliance.
- A bachelor's degree in urban planning, engineering, public or business administration, public policy or related field; a master's degree and AICP certification is strongly preferred.
- A customer service focus and team-oriented leadership style with knowledge of and practice in modern management concepts, principles, strategies, practices, and techniques.

- An innovative, champion of continued process improvement with an understanding of progressive development department operations with a demonstrated interest in technology.

A creative, problem-solving approach and well developed interpersonal and oral/written/presentation communication skills.

Starting salary range is +/- \$105,000, depending on qualifications and experience. Residency is not required. Apply online with résumé, cover letter, and contact information for 5 professional references by December 22, 2017 Attn: Kathleen Rush, GovHRUSA, 630 Dundee Road, Suite 130, Northbrook, IL 60062. Tel: 847/380-3240. Apply: [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)

### COMMUNITY INFORMATION

The Village of Round Lake (population 18,289) is a beautiful growing community located in central Lake County. Since 2007, Round Lake has experienced a drastic change in its local economy, with an increase and shift in population and housing, growing significantly quicker than its surrounding municipalities.

Round Lake owes its existence and growth to the far-sighted efforts of Amarias M. White and a small group of men who foresaw the importance of rail transportation. In the 1890's, Amarias M. White (a landowner in the area) convinced the Chicago, Milwaukee & St. Paul Railroad officials to locate a depot in Round Lake as an extension for the Milwaukee-Chicago line. In part, due to the station, employment grew when the Armour & Company Ice House and Plant decided to harvest ice from Round Lake for their refrigerator car operations. Soon after White and a group of landowners set-out to incorporate the area around the train station as a Village. Since the population in the area was too small to incorporate, Amarias White and his group traveled around the countryside asking for votes in favor of incorporation. On January 7, 1908, White was voted in as Village President and the Village was incorporated. White greatly influenced the Village of Round Lake (named after nearby Round Lake) through different acts such as signing an ordinance for telephone service to

the Village (granting a franchise to the Lake County Telephone Co.). The Village of Round Lake continued to attract many residents and from 2000-2010 tripled in population. Population projections show Round Lake is expected to grow by another 50% by 2040.

Round Lake today is considered to be a recreation, family-friendly community with a range of single family residential subdivisions, excellent transportation access, strong community values and professional/experienced government. Round Lake has access to a collection of major roads (IL Route 120, Route IL 60, and Route 134), highways, and a rail line (Metra MD-N Line), allowing residents' access to regional destinations such as the surrounding suburbs, the City of Chicago, College of Lake County, and O'Hare airport.

The community has well developed and maintained recreational facilities, which are operated by an independent Park District. The Village is served by the Round Lake Area Public Library and three other library districts, along with three fire districts, all operated by independent districts. There are eight highly regarded Public School Districts in Round Lake, including one community unit school district, four elementary school districts and three high school districts.



## THE MUNICIPAL ORGANIZATION

The Village of Round Lake is a welcoming, business-friendly community. As a non-home rule municipal organization, a Mayor who is elected at large, together with 6 trustees (also elected at-large) govern the Village. An appointed Village Administrator oversees a staff of 60 employees. The Village has a total FY 2018 budget for all funds of approximately \$13.2 million. The Village provides a full range of municipal services, including police protection, community and economic development, construction and maintenance of the Village's streets and infrastructure, water, sewer, refuse, and electric utilities.



## THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department represents the Village in plan and development review, business recruitment and retention, issuing all building and construction permits, processing all zoning and subdivision petitions, and enforcing the Village's zoning, code enforcement, and building regulations. The department has three full-time employees including, one code compliance officer, one plan reviewer and one full-time assistant, as well as one part-time assistant. The Department Director will serve as the liaison to the Village's Planning Commission and Zoning Board of Appeals. Diverse and varied responsibilities for the department will include the implementation of a downtown redevelopment plan, building permitting and code compliance, economic development, zoning administration, comprehensive planning, plan review, and Village Codes administration.

In January 2016, the Village Board approved the Comprehensive Plan that established a common vision, goals and objectives based on established policies for growth and development. The plan is a means to communicate local policies to residents, developers, and other jurisdictions. Future capital and operating budgets will incorporate the vision of the plan and set a framework for long range and inter-jurisdictional projects.

## CHALLENGES/ISSUES FOR THE DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT

The next Director of Economic & Community Development can expect to be involved in handling the following:

- Support the current and future needs of existing community businesses through Village programs and policies, and open and regular communications.

- Review and propose cost-effective means to address the Village's building permit functions with an eye to implementing best business practices.
- Attract and retain commercial development that serves the needs of residents and supports the Village's tax base.
- Coordinate planning efforts for a new Downtown Plan that is flexible and dynamic based on a strong public and private partnership.
- Make prudent use of Village-owned properties to secure desirable development, support tax base growth, and encourage private development.
- Understand and analyze the Department's configuration, with an eye toward restructuring including the possible alternative service delivery of some functions.
- Focus on an integrated, uniform and proactive approach to code compliance.
- Develop a series of recommendations to update the Village's zoning, building and sign codes.



### CANDIDATE QUALIFICATION CRITERIA

The Director of Economic & Community Development is a highly visible position in the Village of Round Lake, requiring well-developed leadership abilities and management skills that are based on consensus building and problem-solving. The Director must have a strong desire to work in a collegial, team-oriented environment. He/she must be a highly motivated, self-starting and confident individual with excellent interpersonal skills. The successful candidate will demonstrate the ability to prioritize projects, navigate conflict and demonstrate strong supervisory skills. The Village is seeking proven and progressive candidates committed to excellence in the delivery of public services. The following factors of education, experience, leadership management style, and personal and professional traits have been identified as necessary and/or desirable for the Director to succeed in

this position. The starting salary range for the position is \$105,000 +/- DOQ with excellent benefits including participation in Illinois Municipal Retirement fund (IMRF).



### EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's degree in urban planning, engineering, public or business administration, public policy or related field is required. A master's degree and AICP certification is strongly preferred.
- A minimum of seven years of progressively responsible and technically complex public sector planning, building, engineering, or administration managerial experience, or any equivalent combination of education and experience, is desired. Supervisory responsibility in a functionally similar position or any equivalent combination of education and experience is preferred.
- Working knowledge of building department functions and building codes; permitting processes and inspections.
- Have management experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the Department consistently functions at a high level of customer service.
- Demonstrate an understanding of the principles of government budgeting, recognizing the long-term cost implications of proposed new programs; have familiarity with systems and metrics which measure the success and effectiveness of departmental programs.
- Have a demonstrated ability to provide strategic leadership and long-range planning practices.
- Have a track record of assessing the skills and abilities of existing personnel in an effort to maximize their talent and expertise, including opportunities for employees to take on new challenges and "stretch" as professionals.

- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
- Be technologically savvy and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information to citizens. Possess proficiency in MS Word and Excel.
- Experience in working and collaborating with elected officials, Village boards and commissions, community groups, and the news media.
- Have successful experience in collaborating and interacting with other internal organizational units; experience with external organizations in a constructive, cooperative, and mutually supportive manner, while representing the Village's interests tactfully and firmly.
- Experience evaluating organizational structure effectiveness and staffing needs and implementing changes to meet current and future fiscal and program service needs.
- Have the ability to make effective presentations before the Village Board and Planning and Zoning Commission; possess strong presentation experience, and have excellent writing skills.
- Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
- Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the Director's position; have a strong work ethic.
- Be a person who can inspire confidence and credibility.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges. Be a manager who both defends his/her staff when appropriate, and holds the team accountable.
- Be proactive, anticipatory and innovative;
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others. Have a sense of humor when appropriate to the circumstances.
- Keep the Village Administrator appointed and elected officials apprised of major activities and operations in a consistent and timely manner.

## MANAGEMENT STYLE AND PERSONAL TRAITS

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a clear and concise communicator.
- Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
- Be a visionary, one who "dreams big," helping officials and residents see individual projects as part of a larger, positive picture for the well-being of the entire community, while keeping an eye on the details and fiscal implications of the "big picture."
- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.



## ROUND LAKE AT A GLANCE

**Population:** 18,289

**Households:** 6,007

**Equalized Assessed Value:** \$278,678,039

**Total Annual Budget (2018):** \$13,200,000

Land Area: 5.6 square miles

Median Home Value: \$200,702

Median Household Income: \$77,794