Mundelein is nestled in the center of Lake County, just 40 minutes from Chicago and O’Hare airport. As the third largest community in the county, Mundelein is growing rapidly in size, affluence, and population due to its outstanding Village services, strong industrial base, great housing values and solid educational opportunities. Given its excellent location and access, substantial property investments, and flourishing activity in the Downtown, Mundelein has all the attributes that make it an ideal place for redevelopment and growth.

Houses range from affordable homes for the first-time home buyer to elegant, upscale homes on large, wooded lots nestled on one of Mundelein’s scenic lakes. Mundelein’s neighborhoods are small and close-knit, which makes residents feel as if they live in a small town, yet the access to major roadways and commuter railroads gives residents the same convenience to downtown as if they lived in a close Chicago suburb. Mundelein boasts many one-of-a-kind fine restaurants and casual eateries, many of which are independently owned and operated.

Rich in history and showing great promise for the future, Mundelein has rebranded and redefined itself. Each department’s highest priority is providing exceptional customer service. With the support of a progressive and forward-thinking Board of Trustees, Mundelein has embarked on a very exciting redevelopment period and is making significant investments in redefining itself to reflect the changes in the 32,000-resident community.

Mundelein is home for 800 businesses, many of which are located within 534 acres zoned for manufacturing and help provide a strong tax base. Four major highways intersect within Mundelein—Illinois Route 60, US Route 45, Illinois Route 176 and Route 83— and provide easy access to the Chicago region for residents and businesses.

Historically, Downtown Mundelein’s land use was primarily industrial and struggled to compete with neighboring communities that had strong, established retail markets. But, under the previous and current mayoral administrations spanning 15 years, the Village has committed to higher density downtown redevelopment with 46 acres now available for mixed use projects. Indeed, Mundelein has earned the reputation of a transforming community on the rise.

One of Mundelein’s strongest assets is the availability of high-quality education at the schools throughout the community. Mundelein High School and Carmel Catholic High School are multi-year Blue Ribbon Schools of Excellence, along with several elementary schools. Mundelein High School’s new, state-of-the-art $23.6 million STEM addition features a STEM lab, multiple science/math labs, a Business Incubator lab, and multi-use classrooms.

The award-winning Mundelein Park and Recreation District provides 33 exceptional parks and numerous recreational services to serve residents year-round. The jewels of the park system include Barefoot Bay Water Park, Steeplechase Golf Course, Diamond Lake Beach, and Kracklauer Park, to name just a few. The Fremont Public Library District operates a 55,000 square foot facility which further enhances educational opportunities.

Mundelein has earned the reputation as a community builder through its many events. Community celebrations, outdoor concerts, classic car shows, Craft Beer Festival, Community Days Festival, Mundelein Arts Festival, Holiday Tree Lighting and nice restaurants bring people together in the downtown.
Mundelein takes pride in its **Brand Promise**—“**Mundelein will be Central Lake County’s premier location for entrepreneurs and known as a welcoming community.**” Mundelein’s unique character and year-round activities—in the heart of Lake County—make this community a great place to Start…and Star!

**DEMOGRAPHICS/AMENITIES**

Population: 31,364  
Median HH Income 2019: $86,730  
Average HH Income 2019: 109,459  
Median Home Value: $262,074

**Race and Ethnicity**—Mundelein is enriched by a diverse population, with over 35% of the population identifying as Hispanic. Additionally, many Eastern Europeans and Asians have also made a home or a business presence in the community. Over 42% of the population speaks a language other than English at home.

**Housing**—Mundelein serves a diverse range of ages and abilities with a wide range of housing stock comprised of single-family, single-family attached, townhouses, low-rise multi-family, and mid-rise multi-family. The community has organic housing stock from the late 1800s/early 1900s, but a majority of housing was developed post-World War II and after. Total housing units are around 11,200+. Those interested in a transit-oriented lifestyle served by Metra commuter rail can locate in the Village’s Downtown with its own Metra train station. Others seeking larger homes and lots may choose to locate in master planned communities by national home builders, including 55+ communities such as the Del Webb Grand Dominion neighborhood by Pulte, Glen Garden Estates, and Beckett Crossing.

**According to Niche.com**—Mundelein ranks in the top 10% of Illinois Suburbs for Young Professionals and Most Diverse Suburbs in Illinois.

**PROGRESSIVE, INNOVATIVE PROGRAMS**

Over the past few years, Mundelein’s forward-thinking Mayor, Board of Trustees and Village Administrator have launched several award-winning and successful programs garnering attention from other municipalities and winning several high profile awards.

Here are just a few of the notable programs:

**A Way Out Program**—The “A Way Out” program seeks to help people who are struggling with addiction to access treatment once they have determined they are ready. The idea is to help get people into treatment before they are arrested committing drug-related crimes in order to feed their addiction.

**1-2-3 Permit Process**—In an effort to ensure that the Village of Mundelein’s permit fees are priced competitively and to develop a more customer-focused and customer-friendly permit process, the Building Department launched a more streamlined and simplified permit fee structure for all building permits. Mundelein’s 1-2-3 Permit Program aligns permit fees with the size of the project, thus making the permit process easier to understand for the customer and more cost-effective to administer by the Village. The new fee structure is all inclusive, meaning permit calculations for electrical, plumbing, fire, and plan reviews are now all included in one fee per square foot for new construction, alterations and additions.

**BIG Program**—Mundelein’s Business Incentive Grant (BIG) program provides matching funds to enhance and/or beautify businesses in the Village. The BIG program incentivizes community revitalization. The intent is to promote a healthy business environment and increase the overall aesthetic experience in Mundelein.

**North Lake Enhancement Program**—The program’s key objective is to enhance the Lake Street corridor in the downtown area—one of the main gateways into the community. There are 10 parcels in the project area with ten property owners.

**Multi-Community Building Inspection Program**—Mundelein’s Building Department performs all building inspections and plan reviews for two neighboring communities in addition to Mundelein. As a result, Mundelein’s Building Inspectors are regarded as the experts in the field. Additionally, the revenue generated increases Mundelein’s capacity to better serve Village residents. The Building Department also has an Intergovernmental Agreement with two other neighboring communities that allows for periodic assistance with manpower without financial restitution should the need arise.
Over the past decade, numerous initiatives have set the stage for Mundelein’s strategic decision-making:

⇒ Zoning Ordinance Rewrite – Camiros (2012)
⇒ Purchased land for future Mundelein Public Works relocation (2013)
⇒ Municipal Rebranding Initiative – BDI & Wohlt Group (2014)
⇒ New Village Hall and Plaza (2014)
⇒ Business Incentive Grant (BIG) Program (2014)
⇒ New Sign Ordinance – Camiros (2015)
⇒ Comprehensive Plan Update – Kimley Horn (2020)

BOARD OF TRUSTEES AND VILLAGE DEPARTMENTS
The Village of Mundelein operates under the Council–Manager form of government and has a Mayor and six Trustees. There is a strong commitment to professional management within the organization and the Mayor appoints the Village Administrator with the consent of the Village Board. The current Village Administrator is retiring after serving 18 years.

Mundelein’s workforce is approximately 182 full-time employees and 13 part-time employees. There are six Department Heads. Departments include: Police, Fire, Public Works and Engineering, Building, Community Development, Finance and Administration. Key support services are provided by the Human Resources Manager and the Communications and Marketing Director.
The Village Administrator serves as Mundelein’s chief administrative officer and is responsible for budgeting, policy research and development as well as coordination of all Village matters. The 2020 budget plans for expenditures of $70 million with over $33 million budgeted for significant capital improvements. Over $90 million of capital projects are included in the 5-year CIP and the Village Administrator will manage the planned capital investment moving forward. Mundelein’s investment in its infrastructure, downtown reinvestment and redevelopment, public safety commitment, and a focus on cost containment measures, has set the stage for a bright future for the community. The Village Board encourages citizen involvement in Village governance and welcomes input from members of nine different Boards and Commissions.

**EXPECTATIONS & PROJECTS**

- Effectively work with the elected officials and departments to develop and deliver on the current development initiatives to advance the community and create a progressive downtown redevelopment.

- Establish effective communication channels with elected officials, residents, business community, developers, and stakeholders.

- Develop a strong working relationship with elected officials to achieve understanding and consensus on policy decisions.

- Work proactively with all Village departments to understand the internal operating and information system needs of each in an effort to address long-standing issues and to ensure the information systems are strategically aligned to operations.

- Oversee the implementation of a new ERP system as planned for in the 2020 budget.

- Provide leadership, exercise creative problem solving, and foster talent among all departments.

- Continue efforts to improve and balance labor relations within the three collective bargaining units attending to parity and fostering a healthy working environment for employees.

- Maintain a fiscally conservative expenditure profile while attending to the capital infrastructure needs of the community particularly in the area of stormwater management improvements and road improvements.

- Assist with the integration of the new housing and commercial developments within the community.

- Continue to encourage superior service delivery and assess the Village’s current contractual relationships.

- Participate in and lead intergovernmental relations as a means to foster innovative and cooperative relationships with neighboring municipalities and other taxing bodies.

- Lead and actively participate in community functions and community-building.
**Mundelein, Illinois—Village Administrator**

**IDEAL CANDIDATE**  
**Specific Requirements:**

- Bachelor's degree in Public Administration, Public Policy, Business Administration or related discipline and eight (8) years of high level executive and administrative experience in a local government with a similar size jurisdiction or an equivalent combination of training or experience. A Master's degree in public administration, business administration, planning or related field is strongly preferred.

- A pragmatic and collaborative leadership style with experience in developing policy alternatives for Board consideration; committed to transparency in all dealings with elected officials ensuring the Board has a strong basis of understanding for their decisions.

- A proven track record of being accessible and visible in the community, available to collaborate with businesses, residents, and potential developers serving as an approachable representative of the Village.

- Candidates should have experience with succession planning; supervision of complex service delivery organizations; understanding and experience in managing effectively in a unionized environment ensuring a balanced approach to labor relations.

- Possess strong strategic planning skills to help establish a strong vision for the community and develop a strategy to move the community forward.

- Strong fiscal management and budgeting experience with an eye toward revenue generation and creative expenditure containment.

- Possess complete integrity and exemplify professional and personal characteristics of impeccable behavior which meet the highest standards.

- Extensive knowledge of local government operations and general practices, including economic development techniques and approaches to downtown development including the use of Tax Increment Financing (TIF).

- Excellent communication skills and significant career success in building collaborative, effective relationships across departments.

**Other Requirements:**

- A hard-working, approachable and transformational leader who can build strong relationships with elected officials, staff, neighboring communities and other governmental agencies.

- Skilled in negotiation, experienced with the stresses associated with a high growth community and be knowledgeable in the best practices related to economic development, TIF and property development.

- Excellent at project management budgeting and prioritizing internal and external initiatives, possessing the ability to tactfully manage stakeholders' expectations.

- Naturally curious, politically astute, exhibiting an unflappable demeanor who understands the value of a culturally diverse community and be comfortable in dealing with a wide range of perspectives and approaches.

- Be a confident, outgoing administrator who is a champion of the community, with a sense of humility while understanding and promoting the Mundelein difference.

- A skilled, forward-thinking manager who can relate to the team, delegate broadly to staff providing wide latitude to ensure accountability; assess and elevate their talents. Foster creative approaches to problem-solving attending to organizational needs as well as external community challenges.

- Excellent at communicating effectively both orally and in writing, with the ability to explain Village initiatives including consequences of plans and programs to policy makers, as well as the community and staff in non-technical language.

- Interpersonally skilled with strong soft skills who can build collaborative, effective relationships within and among staff and across departments.
COMPENSATION, BENEFITS & CULTURE

Mundelein has a strong leadership team who bring tenure and understanding to their positions. The organization prides itself on a work ethic of conscientiousness and collaboration. The close-knit workforce enjoys a collaborative work environment, cultural diversity, and teamwork.

The salary range is $143,700 to $204,400. The Village offers exceptional benefits including membership into the Illinois Municipal Retirement Fund (IMRF), a Village vehicle, optional 401(K) and 457 deferred compensation plans, an expansive menu of health plans and voluntary plans, and wellness programs.

The Village of Mundelein is committed to on-going employee education and training, committing funds for on-going training and offers tuition reimbursement programs.

HOW TO APPLY

The recruitment for this position is being handled by GovHR USA. Candidates should apply by February 14, 2020 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of:

Kathleen Rush, Vice President, GovHR USA
630 Dundee Road, #130
Northbrook, IL 60062
Tel: 847-380-3240

The Village of Mundelein is an Equal Opportunity Employer.