



**LAKE BLUFF,  
ILLINOIS**  
ASSISTANT TO  
THE VILLAGE  
ADMINISTRATOR





## ASSISTANT TO THE VILLAGE ADMINISTRATOR LAKE BLUFF, ILLINOIS

### POSITION IN BRIEF

The Assistant to the Village Administrator is a key member of the Village's team managing an array of responsibilities in a close knit, dynamic organization. The position will appeal to those who aspire to grow in their career where they will be responsible for overseeing and implementing a variety of local government functions, including planning/zoning/development, communications/public information, staff support to a variety of boards and commissions, special events, preparation of the Administrative budget and utility contract management. Lake Bluff is a beautiful, progressive lakefront community located 30 miles north of Chicago. The new Assistant to the Village Administrator will join a highly functional, progressive, and productive leadership team who operates within a high degree of political stability.

### LAKE BLUFF AT A GLANCE

Incorporated in 1895, Lake Bluff, Illinois is an inviting North Shore suburb of Chicago and was noted as one of the Top 20 Great Towns and Neighborhoods by Chicago Magazine (April 2014). In May of 2012, Lake Bluff was identified as the 4th Happiest Seaside Town in America by Coastal Living Magazine. Located in southeast Lake County, it is a Village that offers exceptional New England-like charm, a high quality of life, fine residential neighborhoods, and high performing public schools. The shores of Lake Michigan and the many activity trails throughout the community offer distinctive recreational opportunities. Lake Bluff has a daytime service population of approximately 7,600 and a full-time population of 5,616. It is home to a thriving downtown and distinctive commercial corridor in close proximity to major international businesses and transportation networks. Lake Bluff is bordered by Lake Forest to the south, unincorporated Lake County to the west, Naval Station Great Lakes and North Chicago to the north, and Lake Michigan to the east.



Residents and businesses in Lake Bluff enjoy numerous community activities and numerous annual special events including a weekly Farmers Market (recognized by Chicago Magazine as one of Chicagoland's best markets), Fourth of July Parade and celebration, the Lake Bluff Criterium Bike Race (2022 race was on American Criterium Cup calendar of the 10 best criteriums in the country), and Village downtown Block Parties. There are several service organizations and merchants that contribute to the small-town charm and character that attracts residents and businesses alike to Lake Bluff.

The Village's Aaa bond rating reflects a strong financial position; the FY 23-24 budget is \$15,657,009.



## VILLAGE ORGANIZATION

The Village of Lake Bluff is a home rule community that governs under the Board-Administrator form of government which combines the leadership and policy-making skills of elected officials with the professional management training of the Village Administrator. The Village President and six elected Trustees establish policies steering the Village's purpose, values, mission and goals. It is the role of the Village Administrator to implement those policies in an efficient and effective manner. The Administrator coordinates all of the activities of the Village departments and develops policies, goals and objectives in conjunction with the Department Directors. The current Administrator has been with the Village of Lake Bluff for fifteen years.

The Village of Lake Bluff has 34 full-time employees who serve in the following departments: Administration, Finance, Community Development, Fire, Police and Public Works. The Village also benefits from a 50-volunteer firefighter and EMS trained force in the Fire Department. The Administrator recommends the appointment of Department Directors to the Village President, who in turn recommends their appointment to the Board of Trustees. Department Directors and the Assistant to the Administrator report to the Village Administrator on a day-to-day basis.

## ASSISTANT TO THE ADMINISTRATOR ACTIVITIES

The Assistant to the Village Administrator can expect to be extensively involved in implementing the Village's strategic plan and assisting in the day to day operations of municipal government.

The Village has a highly professional staff that values customer service to the residents and business community and strives to provide cost effective, high quality municipal services. This is an immense opportunity to engage with the community which will also result from various liaison responsibilities including: Farmers Market Committee, Sustainability & Community Enhancement Committee, Historic Preservation Committee, and the Joint Plan Commission & Zoning Board of Appeals. The Assistant to the Village Administrator has supervisory responsibilities including the Administrative Secretary and interns.

The primary activities for this role involve land use and communications.

**Planning/Zoning and Historic Preservation Oversight** - The Assistant to the Administrator will find it is an exciting time to work for the Village of Lake Bluff. The Village continues to capitalize on its location, high performing schools, plentiful open space and charming downtown to entice new development and residents. The Assistant to the Village Administrator oversees the planning and zoning functions as well as historic preservation for the Village. The Assistant to the Village Administrator works closely with the Community Development Department staff to facilitate the various development services that residents and businesses require. Economic development, zoning and land use applications are handled by the Assistant to the Village Administrator, while building reviews, permits and inspections are administered by the Building Codes Supervisor and the Building Inspector. The Village Engineer also supports the development efforts in the community. Collectively, these employees administer the orderly growth of the community by ensuring quality development that furthers the goals and objectives established by the Village Board. Being so heavily involved in planning and zoning, the next Assistant to the Village Administrator will have a high level of communication with current businesses, potential new businesses, and residents involved in these matters.

This position serves as a liaison to the Joint Planning and Zoning Commission. The Assistant to the Administrator plays a key role facilitating development proposals from initial inquiry through the entitlement process. Significant planning efforts are on the verge of kicking off and key sites are likely to be a focus in the next two years:

- 1. Comprehensive Plan Update** – In 2023 the Village will engage a consultant to update its comprehensive plan. It is anticipated that the new plan will provide an overarching framework and prioritize elements from the numerous subarea and topical plans created by the Village since the 1997 Comprehensive Land Use Plan.
- 2. Block 3 of the Central Business District** - a key development site (an abandoned bank) located just over a half mile to Lake Michigan and adjacent to an established neighborhood and the Lake Bluff Uptown Commercial Historic District has garnered significant interest from community stakeholders and development professionals.
- 3. Stonebridge Estate** – the redevelopment of this historic large estate and former conference center has been the subject of extensive litigation which recently was resolved. This property, which borders a forest preserve and an established neighborhood, is currently being marketed. For more information on the agreement and potential for future development, click [here](#).
- 4. Illinois Route 41/Illinois Route 176 Interchange** – the reconstruction of this busy interchange is finally in the state's multi-year construction plan, which has led to interest in possible annexation and redevelopment of nearby properties.
- 5. Waukegan Road Commercial Development Corridor** – In addition to an enviable downtown business district, Lake Bluff also is home to the Waukegan Road corridor – over 100 acres primarily developed in the 1970s through 1990s to accommodate light industrial uses and offices in an attractive natural environment. This critical commercial district adds significantly to the Village's tax revenues. The Village is constantly refining its zoning regulations to encourage development in this business park in order to facilitate additional permitted uses, keep the existing buildings tenantable and streamline development review procedures.



**Communication/Public Information Oversight** – The Assistant to the Village Administrator creates, implements and oversees the Village's communications programs (internal and external), and promotes the organization and Village/community services using a variety of communication channels. This work happens in conjunction with the Village management team and within the Village marketing program and strategic initiatives; the Village's Strategic Plan calls for a marketing plan to achieve a business climate that sustains a robust and stable local economy. The Assistant to the Administrator is highly involved with the implementation and discipline of this effort. The Village engaged a consultant to uncover the Village's brand which resulted in the following strategic brand platform:

"For those who prize experiences over extravagance, Lake Bluff, IL is one of the smallest Villages on the North Shore nestled along Lake Michigan, just minutes from Chicago, where its small size, unpretentious charm, and easygoing spirit set it apart even in prestigious company so you spend life laughing with the Joneses, not keeping up with them."



## MISSION STATEMENT

The Village of Lake Bluff provides vision, stewardship, and valued services, and fosters a vibrant community culture to enhance our quality of life.

## Key Facts about Lake Bluff

Population: **5,616**

Median Age: **45**

Households: **2,075**

Median Household Income:

**\$173,667**

Housing Value: **\$660,500**

2021 EAV: **\$577,249,343**

## AWARDS AND DISTINCTIONS

Farmers' Market Featured in Chicago Magazine as the Best Friday Market (Summer 2015)

Host community to Prairie State Cycling Series (since 2011)

Featured in Chicago Magazine as one (out of 12 suburbs and 12 neighborhoods) of Chicago's Best Places to Live (April 2014)

Recognized by Coastal Living magazine as 4th Happiest Seaside Town (June 2012)

Recognized by Chicago Magazine as a Top 20 Best Suburb and Neighborhood of Chicago (June 2010)

Featured in Coastal Living magazine (March 2009)

Illinois Land and Water Reserve designation for the Skokie River Preserve (2010)

Government Finance Officers Association Distinguished Budget Presentation Award (1994 – present)

Government Finance Officers Association Certificate of Excellence in Financial Reporting (1994 – present)

Moody's Investors Aaa Credit Rating

Insurance Service Office Class Three (Fire Department) Rating

Insurance Service Office Class Four (Building Department) Rating

Recognized by Northern Illinois Fire Sprinkler Advisory Board for Progressive Fire Sprinkler Codes

Commission on Accreditation for Law Enforcement Agencies (CALEA) accredited since 1999

Tree City USA Designation (since 1995)



## QUALIFICATIONS

The City is seeking an experienced and collaborative professional to serve as its Assistant to the City Administrator. The successful candidate will have:

- Bachelor's Degree from an accredited university in public administration, political science, urban planning, journalism or related degree. Master's Degree in same preferred.
- 3 years progressively responsible relevant experience in a municipal organization.
- Background in planning and/or community development is ideal. AICP Certification is a plus.
- Clear and concise verbal and written communication skills and the ability to present complex information to any audience using a variety of communication channels.
- Strong organizational leadership and dedication to high customer service, with excellent time management and project management skills.
- An understanding of information technology and how it can be utilized within local government to improve and support customer service and day-to-day operations.
- Excellent reputation and a demonstrated high level of honesty and integrity.

## CAPABILITIES

- An eager, aspirational learner who will apply their skills and abilities diligently embracing the wide range of responsibilities and projects assigned with this position.
- A self-starter who understands subtle and complex local government issues affecting the Village organization and the community at large.
- Capable of: analyzing and presenting development proposals to elected and appointed officials, guiding development efforts; sharing, transparently, information critical to the consideration of development opportunities; and assisting residents and other stakeholders who may be impacted by proposed development.
- Able to balance confidence and humility and bring compassion and patience into challenging situations.
- An active participant in the Village's leadership team engaging in continuous improvement; an individual who can serve as a devil's advocate and support the decisions of the organization. An individual who will diplomatically challenge policy directions that impact operational success.
- A self-sufficient, creative problem-solver, 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 local government. The candidate will have a genuine passion for public service, sharing enthusiasm for community engagement and customer service.
- A valued member of the Village's management team, maintaining effective working relationships with elected and appointed officials, advisory boards, Village administration, and all levels of employees. Proven interpersonal and human relations skills, and adeptness at interacting with a wide variety of people possessing various attitudes and positions are all important and desirable qualities.
- Experience in team-building, consensus building, and collaboration with the ability to effectively engage elected and appointed officials in a way that fosters complex problem-solving.



To learn more about Lake Bluff,  
visit the Village's website at  
[www.lakebluff.org](http://www.lakebluff.org).

## COMPENSATION

The salary range is \$84,552-132,808 DOQ. The Village offers a competitive benefits package including membership in the Illinois Municipal Retirement Fund and optional deferred compensation plans. Residency is not required.

## HOW TO APPLY

Interested candidates should apply by February 10, 2023 with a cover letter, resume, and contact information of at least five (5) professional references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Katy Rush, Vice President, GovHR USA, 630 Dundee Road, Suite 130 Northbrook, IL 60062. Questions regarding the Lake Bluff Assistant to the Administrator position can be directed to Ms. Rush:

Katy Rush, Vice President, GovHRUSA  
Tel: 847-380-3240 x.122



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