



VILLAGE OF GLENCOE, ILLINOIS

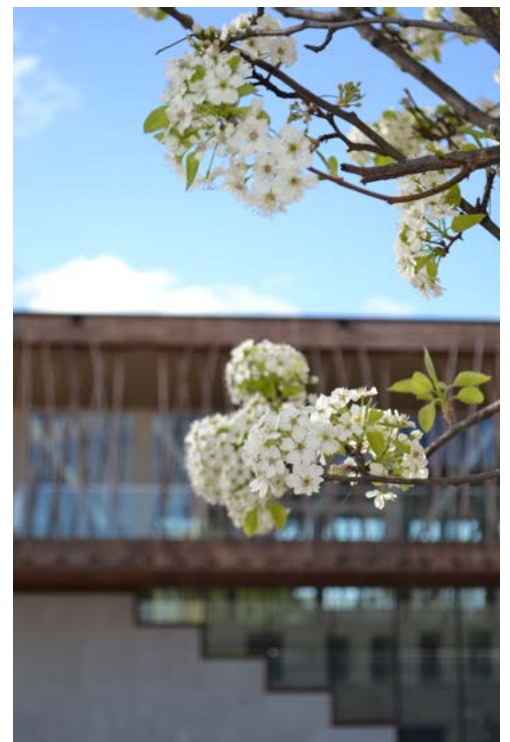
DIRECTOR OF PUBLIC WORKS



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POSITION IN BRIEF

Located on bluffs overlooking the shores of Lake Michigan approximately 20 miles north of Chicago, Glencoe is a historic, naturally beautiful community with an over 10,000-tree urban forest, along with unique bluffs and ravines. The Village of Glencoe is seeking a multi-talented, progressive Public Works Director to lead its high functioning public works team in the delivery of best-in-class services to our residents. The incumbent Public Works Director is retiring after a 33-year career with the Village, the last 27 as Director. The Public Works Director is a key member of the Village's senior management team and reports to the Village Manager. The Director oversees a department of 44 full-time and six temporary employees who support the operation and maintenance of the entirety of the Village's public infrastructure network including sanitary and storm sewer systems, streets and sidewalks, traffic management, fleet and equipment, and building and grounds, among other service areas. Additionally, the department operates and manages the Village's eight MGD Water Treatment Plant and maintains the water distribution system. The Director oversees a budget of approximately \$16.7 million which includes a robust capital infrastructure budget of \$3.48 million which prioritizes roadway, water and sewer investment in the current fiscal year. The Director and the Public Works leadership team play a key role in planning and managing the Village's 10-Year Community Investment Program, which includes \$52.3 million in planned investments into the community.



THE COMMUNITY AND ORGANIZATION

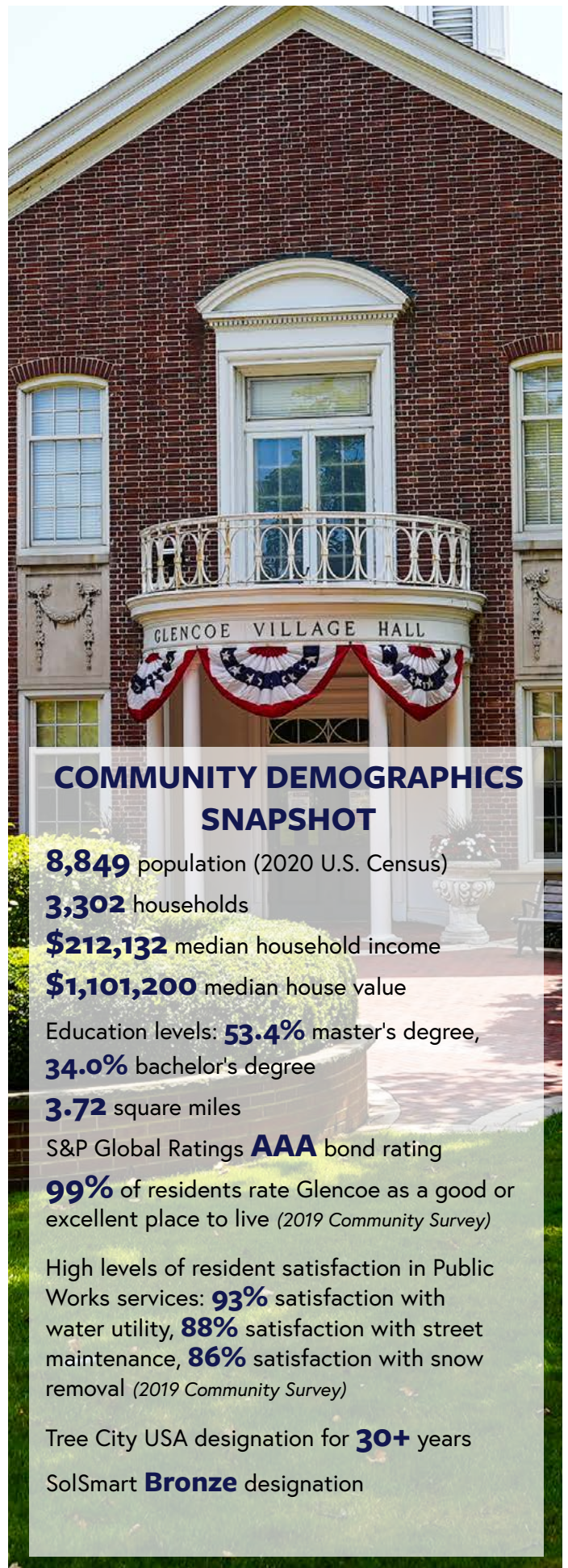
Incorporated by Special Charter in 1869, the Village of Glencoe is a non-home rule community with a population of just under 9,000 located in the northeastern corner of Cook County. Covering just under four square miles, the Village enjoys a vibrant downtown, nationally-ranked schools, award-winning parks (many designed by acclaimed landscape architect Jens Jensen), historic neighborhoods with a rich architectural heritage (boasting the third largest concentration of Frank Lloyd Wright-designed structures in the world), and is home of the Jeanne Gang-designed Writers Theatre, which houses the nationally-acclaimed theatre company which began in Glencoe over 30 years ago. With a wide range of faith communities represented in Glencoe, residents welcome diversity and actively support efforts to promote equity.

Glencoe has numerous community amenities close at hand, including numerous bicycle trails, Forest Preserve facilities (including the renowned Chicago Botanic Garden and Mary Mix McDonald Woods), and three golf courses (two private, one public). The community has 220 acres of park and 31 park properties, Glencoe Beach, and a boating facility.

Glencoe places the highest emphasis on delivering friendly customer service and excellence in municipal service delivery and has a long history of innovation in the provision and management of the municipal operation. The first community in Illinois (and the 13th nationwide) to adopt the Council/Manager form of government, Glencoe has been served by only eight Village Managers since 1914, with the current manager appointed in 2013. The Village has 105 full-time employees allocated across a fully-integrated Public Safety Department (where officers are cross-trained as firefighters/EMTs/police officers), a full-service Public Works Department, Finance, Village Manager's Office and the Golf Club, a municipal golf operation (under a long-term land partnership with the Cook County Forest Preserve District). The Village is a AAA non-home rule community with an [annual budget](#) of \$41.7 million. The Village is often cited as one of the most affluent communities in the United States.

Glencoe is bordered by the Village of Winnetka on the south, the City of Highland Park to the north and the Village of Northbrook to the west. The community is served by both METRA and PACE which offer excellent commuter service. The highly acclaimed Glencoe School District 35 and New Trier High School support the educational needs of the community.

Additional information on the community can be found at www.villageofglencoe.org.



COMMUNITY DEMOGRAPHICS SNAPSHOT

8,849 population (2020 U.S. Census)

3,302 households

\$212,132 median household income

\$1,101,200 median house value

Education levels: **53.4%** master's degree,
34.0% bachelor's degree

3.72 square miles

S&P Global Ratings **AAA** bond rating

99% of residents rate Glencoe as a good or
excellent place to live (2019 Community Survey)

High levels of resident satisfaction in Public
Works services: **93%** satisfaction with
water utility, **88%** satisfaction with street
maintenance, **86%** satisfaction with snow
removal (2019 Community Survey)

Tree City USA designation for **30+** years

SolSmart **Bronze** designation



THE DEPARTMENT

Charged with the maintenance and management of the Village's infrastructure and facilities, the Public Works Department consists of 44 full-time employees and six temporary employees and is supported by a budget of \$16.7 million. Presently, the department incorporates all the community development, planning and zoning functions. In 2023, the Village will transition these functions away from Public Works to allow the new Public Works Director to focus on the core infrastructure maintenance and management operations and Community Investment Program (CIP) execution.

The Public Works Director is supported by the General Superintendent and the Water Plant Superintendent who provide daily oversight of the following areas:

The General Superintendent supervises four Public Works Supervisors and one Administrative Assistant, overseeing:

- **Sewer** (five Maintenance Equipment Operators) - maintains separate sewer systems including 70 miles of storm sewer, 40 miles of sanitary sewer and eight sanitary sewer lift stations.
- **Forestry** (six Maintenance Equipment Operators) - charged with the maintenance and health of the significant tree canopy in Glencoe (over 10,000 public parkway trees); public education and fostering an appreciation for a sustainable urban forest.
- **Municipal Garage** (three Mechanics) - supports the entire Village fleet of more than 90 vehicles and equipment (including vehicles and equipment from the Glencoe Park District via a shared services agreement).
- **Streets and Street Lighting** (five Maintenance Equipment Operators) - maintains and repairs 46 centerline miles of streets and curbs, 70 miles of sidewalks and street sweeping, pavement patching and concrete repairs in addition to the Snow and Ice Control program and ROW restoration, holiday lighting and street banners. Curbside leaf collection in the fall is also a function of this division.
- **Water Distribution** (five Maintenance Equipment Operators) - supports the maintenance and repair of 58 miles of water main, 505 fire hydrants and the support to approximately 3,300 water utility customers, including meter reading.

The Water Plant Superintendent oversees Water Production (five Water Plant Operators and one Mechanic), which is responsible for the operation and maintenance of the 8 MGD water treatment plant and 2.5 MG of storage. The system incorporates a Lake Michigan water intake, a conventional filtration treatment plant which produces water for use and consumption by Glencoe residents and businesses. The Water Production team is also responsible for regulatory water quality testing, reporting and compliance.

The Administration Division, which includes the Director, Village Engineer and a Management Analyst are charged with engineering and coordination of the Community Investment Program, including project management, and engineering oversight of development projects. The Administration Division provides technical advice and support to the Village Manager, Village President and Board, and the Sustainability Task Force, and manages the Village's residential refuse and recycling contract. [Click here](#) for more information on the department and its budget priorities for 2023.

CANDIDATE QUALIFICATIONS

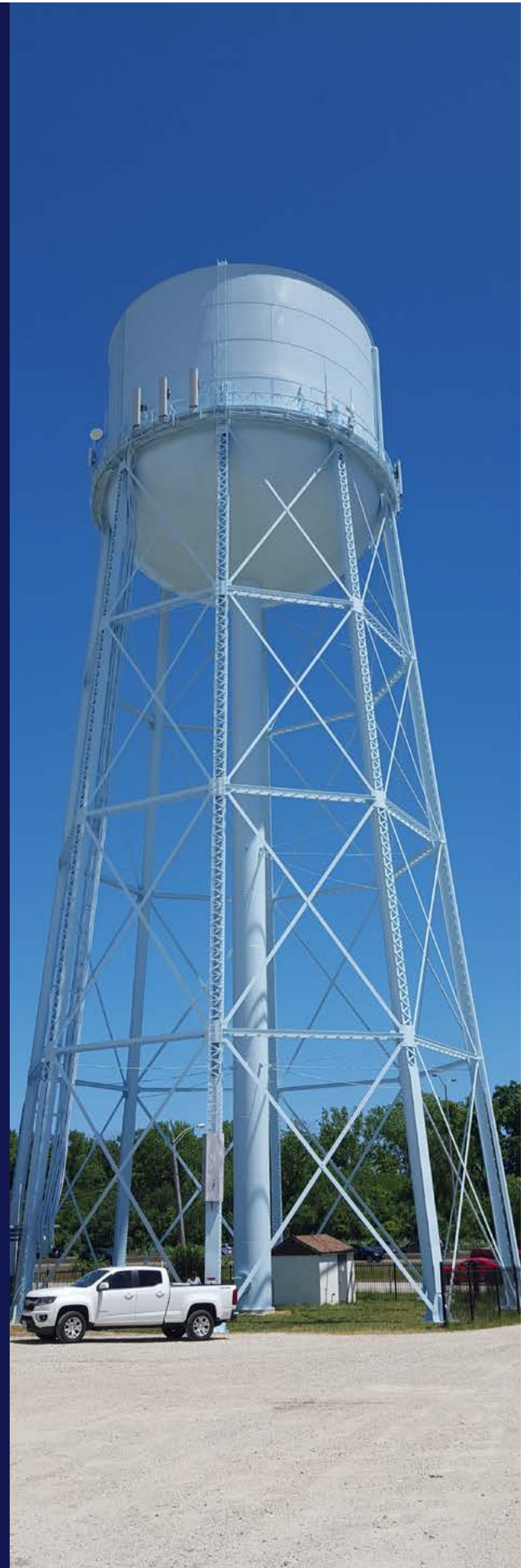
The Village of Glencoe is seeking an energetic and dedicated individual who enjoys community engagement and will ensure the delivery of best-in-class services while applying their extensive background in the functions of a full-service public works department.

- The ideal candidate will have a minimum of eight years of senior level management and supervisory experience in a full-service public works department.
- The ideal candidate will have a bachelor's degree from an accredited four-year college or university in Civil Engineering, Construction Engineering, Public Administration, Business Management, or closely related field is required. A master's degree and/or Professional Engineer (PE) license is strongly desired.
- The ideal candidate must confidently and diplomatically manage service expectations, demonstrate exceptional customer service in keeping with the department's practice of being accessible to and engaged with residents, and confidently relay highly technical issues to a sophisticated, well-educated audience.
- The ideal candidate must have considerable experience leading a dynamic, high-service staff and excel in directing an extensive Community Investment Program. Progressive thinking, consideration of new methods, utilization of technology and modern approaches are strongly desired as the Village strives to continually offer more effective service delivery.
- The ideal candidate will have a demonstrated track record of being an inspirational leader that cultivates a team-focused mentality while also encouraging individual employee growth and development.
- The ideal candidate will demonstrate excellent communication and interpersonal skills and the ability to reach across department boundaries to partner with other Executive Team leaders, the community and other agencies to ensure Glencoe public works operations, and the Village as a whole, is transparent and continually offers best-in-class services.



THE SUCCESSFUL CANDIDATE

- This highly visible position within the community will be trusted with executing the planning and management activities of a robust \$52.3 million, 10-year Community Investment Program (CIP) that is designed to address an aging infrastructure system including:
 - Implementation of the multi-million dollar annual water main improvement schedule and ongoing maintenance of the water system master plan.
 - Address the required lead water service line replacement efforts which will require innovation and high attention to unique customer circumstances.
 - Maintain compliance with IEPA and MWRD requirements to address inflow and infiltration within the sanitary sewer system.
 - Assist with attaining grant resources for capital improvements and maintaining compliance with project requirements in accordance with applicable MFT, DCEO or other regulating agencies.
 - Oversight of ongoing maintenance of Village facilities including more than \$1 million in necessary renovations to the Village Hall
 - Planning, prioritization and management of ongoing road and sidewalk maintenance and replacement, with \$12 million in maintenance scheduled over the next 10 years.
 - Championing the integration of sustainable and green practices in the design of infrastructure improvements, Village policies and programs, and Public Works operations.
 - Oversight and management of approximately \$1 million in ongoing repairs to the 95-year-old water treatment plant. The development of a future strategy to address replacement or sourcing alternatives is not programmed in the CIP but are estimated to cost upward of \$80-\$90 million.



THE SUCCESSFUL CANDIDATE *(continued)*

- They will offer dedicated, aspirational leadership and use both political acumen and a strong command of public works knowledge to support Village and departmental decision making. A focus on delivering high quality public services which incorporate local government best practices, integrating existing programs with new approaches to ensure exceptional neighborhoods and a sustainable community will be critical for success.
- As a member of the Village's senior leadership team, the Public Works Director will prioritize developing and maintaining strong relationships throughout the Village organization in order to work in strong partnership with each department of the Village. The Public Works Director will foster the same strong sense of interdepartmental collaboration and teamwork among all employees in the department.
- Being forward focused, the successful candidate will anticipate having a key role in the following projects:
 - Consideration of creative approaches to infrastructure and fleet replacement efforts throughout the Village, especially with an eye toward environmental and financial sustainability.
 - Participation in a space needs analysis for all office spaces in the Village Hall and Public Works Garage. This would also include consideration of how to reconstruct the Public Works Garage outside of the Village's central business district.
 - Participation in the negotiation of a successor collective bargaining agreement (2024). Maintenance Operators, Water Operators and Mechanics are represented by AFSCME and operate under a mature Collective Bargaining Agreement. The Village has an excellent labor/management relationship with Union leadership.
 - Integration and on-boarding of a newly created Facilities Manager position.
 - Development of a succession plan considering two key positions in anticipation of retirement within the next three - five years.
 - Participation in the creation of the Village's next Strategic Plan in early 2024 and assistance with completing the Village's Comprehensive Planning process in late 2024.





THE OPPORTUNITY

Glencoe's Public Works Director is charged with directing and advancing the most visible services of the Village. They must forge relationships and collaborate with the community, Village departments, the elected officials and a competent staff to ensure the delivery of best-in-class service with an eye toward effectiveness, sustainability and affordability. As an adaptive and strategic thinker, the Public Works Director will assimilate situations and data readily; the Director will readily pivot to consider new opportunities. As an organizational and community leader, the Public Works director will support ongoing operations, leveraging opportunities and prior accomplishments to strengthen public works services delivered in a highly customer centered environment.

The ideal candidate must have a genuine desire to serve the community of Glencoe and will seek strategic solutions using knowledge of public works best practices and propose new, dynamic approaches and techniques when needed. Proven communication, interpersonal skills, demonstrated cultural competency and the ability to interrelate with a wide variety of people are all important qualities. Key success factors are the ability to lead change and garner support for a systems approach, new methods and strategies to ensure a sustainable and equitable living environment for all residents of Glencoe.

COMPENSATION

The current salary range is \$141,409-\$197,972; starting salary will be commensurate with the selected candidate's qualifications and abilities. The Village also offers a comprehensive and attractive benefit package. Residency is not required.

HOW TO APPLY

Interested candidates should apply by April 7, 2023 with a cover letter, resume, and contact information of at least five (5) professional references to www.GovHRjobs.com to the attention of Katy Rush, Vice President, GovHR USA, 630 Dundee Road, Suite 130 Northbrook, IL 60062. Questions regarding the Glencoe Public Works Director position can be directed to Ms. Rush: krush@govhrusa.com.

EXECUTIVE RECRUITMENT

www.GovHRUSA.com

