



VILLAGE OF ARLINGTON HEIGHTS

HUMAN RESOURCES DIRECTOR



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EXECUTIVE RECRUITMENT





VILLAGE OF ARLINGTON HEIGHTS, ILLINOIS

HUMAN RESOURCES DIRECTOR

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Human Resources Director for the Village of Arlington Heights.

ABOUT THE VILLAGE

Arlington Heights, IL (77,676) is a thriving, established community that has successfully blended its rich history with progressive development. This highly regarded Village provides its residents and visitors with an abundance of cultural, educational, recreational and entertainment opportunities. Located 25 miles northwest of downtown Chicago, Arlington Heights is home to the former Arlington Park Racetrack, a central focus for redevelopment, which was recently purchased for the potential relocation of the Chicago Bears NFL team. Location is a key reason why Arlington Heights has become one of Chicagoland's largest suburbs and why its many residents and thousands of companies call this community home. The Village is easily accessible by land, air and commuter rail: minutes off four major expressways, just eight miles northwest of O'Hare International Airport and only 45 minutes from downtown Chicago. Regular stops at Arlington Heights' two Metra train stations get business commuters to downtown Chicago in 33 minutes during rush hour.

The Village has an energetic downtown where residents gather nightly to dine in a wide variety of restaurants and enjoy several cultural amenities. A family-oriented community, residents enjoy high quality municipal services, beautiful parks and open spaces, a variety of recreational options and commercial areas that provide numerous retail opportunities. Arlington Heights is known as a community of friendly neighborhoods and families where children grow up and often come back to raise their families in the community. With its unique combination of small-town charm, big city amenities and excellent public and private schools it makes it one of Chicago's most desirable suburbs in which to live.

The Arlington Heights Park District, a separate government entity, includes 715 acres of land that includes 58 parks, and a wide variety of special facilities including Olympic Indoor Swim Center, Hasbrook Cultural Arts Center, the Historical Museum, Forest View Racquet and Fitness Club, Arlington Lakes Golf Club, and more. Residents and visitors coming to Arlington Heights enjoy a wide range of entertainment options including outdoor concerts, holiday parades and events, a Farmer's Market and an extremely diverse and exciting collection of shopping and dining opportunities.

THE MUNICIPAL ORGANIZATION

The Village of Arlington Heights boasts a highly professional team of department directors that work well together and value their collaborative relationships. The Village Manager has cultivated a highly respectful and collaborative professional environment with the executive team. He values the executive team's knowledge and experience and encourages them to think innovatively and strategically. The organizational culture is one of approachability and responsiveness with the ability to develop transformative annual goals and exhibit a highly professional demeanor and presence. The workforce is dedicated to providing exemplary service to the community.

Arlington Heights is a home rule municipality that operates under the Council/Manager form of government. The Mayor and eight members of the Board of Trustees are elected at large, on a non-partisan basis for four-year terms. The Board appoints a Village Manager to administer the policy set by the Village Board. Arlington Heights is a fiscally strong community with a \$205 million total budget and 430 FTE's.





ABOUT THE POSITION

The Human Resources Director is an integral part of the executive leadership team, appointed by and reporting directly to the Village Manager. The current Director is retiring after 23 years of distinguished service in Arlington Heights, twelve as director. The Village seeks candidates who have demonstrated success working within an effective team, strategically contributing to organization-wide initiatives, and serving as an approachable, visible leader.

The Director oversees a department consisting of four full-time employees (including Director) and one part time employee providing services and benefit administration to 422 full-time and 16 part-time employees, with a departmental operating budget of \$509,000. The Human Resources Director is a working manager who is assisted by an Assistant Director of Human Resources, Benefits Coordinator, a part-time Human Resources Generalist, and an Administrative Assistant.

The Human Resources Director is a trusted colleague, a resource for all employees and manages all employee-related issues, providing support and guidance to the Village Manager and department heads. The Director partners with leaders and managers throughout the Village organization as they navigate cultural and organizational shifts, establishing and updating policies that contribute to a high performing organization.

The Village has two bargaining units (Police and Fire) and the Director works with an external labor attorney in leading all collective bargaining negotiations. The Village has successfully utilized Interest Based Bargaining in their negotiations. The Public Works Department is not unionized.

The Village is seeking candidates with strong leadership and communication skills, experience in collective bargaining, and has led or had significant roles in the development and implementation of progressive and strategic human resources initiatives including DEI initiatives, succession planning and classification/compensation strategies.



OPPORTUNITIES AND CHALLENGES

- The Village is in completing a conversion to a new Enterprise ERP (Munis by Tyler Technologies) which includes a human resources module that will be used for managing all employee data, benefits, and payroll integration (the Finance Department oversees payroll). The Human Resources Director will be responsible for overseeing any remaining conversion issues, and is expected to learn the system, ensuring the new software is effectively utilized by the HR staff and appropriately integrated with Finance.
- With normal growth of the Village plus the potential relocation of the Chicago Bears to Arlington Heights in the future, the next Human Resources Director must be adept at analyzing workforce and staffing levels to assist departments and the Village Manager in assessing current and future needs and related training requirements and other organizational impacts.
- The Village recently completed and is amid implementing a succession planning strategy. The Human Resources Director will be responsible for overseeing the efforts of departments as they work to implement their respective plans, serving as an advisor as those plans change over time.
- In keeping with the Village of Arlington Heights commitment to DEI, the organization has established goals and initiatives that have already contributed to a more diverse workforce over the past two years. The Human Resources Director will be responsible for ensuring remaining goals are met, will monitor and adjust departmental and organizational efforts, and will continue to serve as the liaison to an organization-wide employee committee that recommends DEI actions and employee engagement opportunities that support DEI.
- Several current systems and policies are in place that need monitoring and oversight to ensure they remain consistent and valuable to the organization. These include a current classification and compensation system; a work-from-home policy; and an on-going audit of human resources policies and practices.
- The Village expects a continued challenge to find and hire top level talent, as 28% of its current employees will be eligible to retire in 2023 and 31% in 2024. The next Human Resources Director will need to focus on its recruitment and outreach efforts, ensuring the department regularly evaluates and continues to adjust its methods based on data and effectiveness.

QUALIFICATIONS AND PERSONAL TRAITS

To continue and enhance Arlington Heights' commitment to leadership and teamwork among its executive team, the following education, experience, management style and personal traits have been identified as the ones the Village's next Human Resources Director will possess.

- Bachelor's Degree in Human Resource Management, Public Administration, Industrial Relations or a closely related field. A master's degree in a related field is preferred. A minimum of seven years of progressively responsible experience administering human resource programs, including at least three years supervisory experience. Local government experience is highly desirable. An equivalent combination of education and experience to successfully perform the essential duties of the job will also be considered.
- A professional with knowledge of current human resource administration issues; federal state and local laws related to labor, employment, wages and benefits; wage and salary administration, position classification, recruitment, training and development; labor relations and negotiations; and benefit administration.
- A professional with skills in effective communication, coaching, and training; resolving conflicts and gaining cooperation among competing interest groups; establishing and maintaining effective working relationships at all levels; and technical proficiency with HRIS systems.
- Considerable experience in collaborating with staff on employee issues and a desire to pursue modern management concepts, human resources best practices, and innovative strategies/techniques.
- Practice as a strategic problem solver who will help identify solutions and manage processes to facilitate effective human resource administration, procedures, policies, and programs.
- A hands-on leader with an approachable and friendly communication style that encourages enthusiasm and creativity; a professional who consistently seeks to collaborate with the leadership team and employees; and an individual who can establish trust quickly with others and maintain effective relationships, including serving as a confidant for senior leaders.
- A leader who promotes a welcoming environment for current and potential employees, who maintains confidentiality, and who does what is best for the organization.





COMPENSATION AND BENEFITS

The starting salary range is expected to be \$150,000 - \$160,000 +/- DOQ (the position range caps at \$190,000). The Village offers a comprehensive benefit package including medical, dental, and vision coverage (also available to dependents), life insurance, flexible spending account and voluntary participation in a deferred compensation program. Also includes twelve paid holidays, vacation and sick leave, as well as participation in the Illinois Municipal Retirement System (IMRF).

SELECTION PROCESS

Apply online at www.GovHRjobs.com by April 21, 2023, with resume, cover letter, and contact information for five (5) professional references. Electronic submissions are required. Questions should be directed to Heidi Voorhees, President, GovHR USA at hvoorhees@govhrusa.com or Mary Jacobs, Vice President, GovHR USA at mjacobs@govhrusa.com.

The Village of Arlington Heights is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.



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