

PINGREE GROVE



PINGREE GROVE, ILLINOIS VILLAGE MANAGER



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VILLAGE MANAGER

VILLAGE OF PINGREE GROVE, ILLINOIS

THE POSITION IN BRIEF

The Village Manager is responsible for providing effective government leadership in partnership with the elected officials to a rapidly growing bedroom community located in Kane County. Facing additional development and growth, the Community will benefit from an individual who has a well rounded background in Community Development and land use planning including negotiation with the development community. Responsible for strategy development and execution, coordination of and identification of financing mechanisms for major infrastructure projects along with collaboration and delivery of high-quality operations, the next Village Manager will join forces with department managers to ensure innovation and effective execution of operations and capital improvements. Partnering with the elected officials and the business community, development opportunities will be pursued and evaluated for their long-term financial implications. As a self-sufficient and resourceful individual, he/she will oversee a workforce of 32 full-time and 7 part-time employees; services are provided by the Police, Public Works, Administration and Finance Departments. Parks are maintained by public works; events and activities are often organized by the two homeowner associations in the Village. The Village Manager oversees a \$4.6 million General Fund budget, \$3.6 million in other funds and a Water Fund capital improvement budget of \$21.7 million.





THE VILLAGE

Pingree Grove, Illinois, (population 10,365) is a tight knit community, located just outside Elgin, with a family friendly environment who enjoy a variety of homes and excellent access to quality education. On the horizon, the community is planning to fund significant infrastructure opportunities that will support an expansion of additional residential and commercial development. The newly elected officials are hoping to build the tax base and offer additional convenience type amenities to residents. Pingree Grove is brimming with energy and can-do spirit.

Pingree Grove started out a small community of 124 residents in 2004; by 2010, the population had blossomed to 4,532 and the Village grew in area to 3.68 square miles propelled by a single developer, DR Horton, who successfully constructed a variety of single family and townhome subdivisions. The community now enjoys a multitude of housing choices from estate homes to condominiums. Excellent education is provided by [two independent school districts](#). Pingree Grove is immediately adjacent to Hampshire, Huntley, Elgin and Gilberts. State Routes 20,47 and 72 travel through the Village making it convenient to reach I-90 for access to the adjacent northwest suburbs and the city of Chicago.

Pingree Grove is experiencing a momentum unlike many other communities in Illinois who are suffering from population loss. Recently, the Village approved the construction of almost 1000 homes. In the last couple years, the community demonstrated a track record of success within the organization initiating many professional local government foundational practices and systems to help with sound decision making. The community has a strong appetite for pursuing new ideas, a can do-spirit and fosters within employees a belief that dreams get done with determination. With strong resolve, grants have been successfully pursued, and strategies are in place to build the infrastructure needed to maintain a high quality of life for residents including the much needed expansion of the water treatment plant and water production facilities. Families can buy their dream home at an affordable price, enjoy park amenities primarily funded through HOA fees, and raise their kids in great schools.

THE ORGANIZATION

The [Village of Pingree Grove](#) operates with a Village Manager position created by ordinance. The Village has six Council members and a Village President; the April 2023 election saw the Board welcome three new Trustees and a Village President. The Village President appoints the Village Manager with the advice and consent of the Village Board. The community's close-knit nature allows considerable opportunity for regular communication between the Board members, residents and the Manager. The new Village Manager will be charged with continuing process improvement and operational efforts.

Pingree Grove has the lowest levying tax rate in Kane County. The levy reflects a historically fiscally conservative approach to government services yet, the low levy has resulted in financial challenges to providing high quality and expanded services and has impacted employee retention. The newly required Police Pension has imposed additional financial obligations which the community has had to address. Overall, the financial position of the Village is stable; grant acquisition and consideration of additional revenue sources for future needs will require research and discussion.

DEMOGRAPHICS/ AMENITIES

Median Household Income: **\$98,299**

Median Home value: **\$270,900**

Median Income: **\$97,929**

Households: **3,267**

Median age: **35.6**

Parks and Open Space: **397** acres



EXPECTATIONS AND PROJECTS

Infrastructure - The Village Manager will work with Village leaders and departments to complete their efforts on the new one million gallon/day water plant and \$70M expansion of the wastewater treatment plant. Oversight of grants and financial aspects of these two key projects will ensure effective project execution. Roadway improvements and partnerships with IDOT and Kane County will continue to be a priority.

Financial Health - A focus on the financial health of the community balancing the increasing demands for services with the limited financial resources available will be a priority. Continuing the efforts to enhance the long-term financial strategies, professionalizing communication materials to relay the status of the financial status and scrutinizing expenses will be key.

Community Engagement and Governance Support - The Village Manager will need to be approachable and available to the community and elected officials. Assisting and supporting the newly elected officials to ensure they are able to act as community stewards and are able to confidently make policy choices. With factual and informative responses, tactfully and diplomatically address the many community social media networks, particularly FaceBook, to maintain the community's transparency and increase understanding of the Village's operations and limitations.

Dynamic and Demanding Work Environment - In a small community with limited staff, the Village Manager is required to be a jack-of-all trades and demonstrate a willingness to step into new situations to address unexpected challenges with a friendly can-do attitude.

THE IDEAL CANDIDATE - WORK EXPERIENCE AND INTERPERSONAL SKILLS

- Possess a bachelor's degree in public administration, planning, public policy, business or related field; a master's degree and an AICP certification is strongly preferred.
- Candidates must have a minimum of 5 years' progressively responsible experience preferably with a record of achievement as a Village or City Administrator or Manager, or as an assistant in a full-service community of similar complexity to Pingree Grove, or an equivalent combination of training and experience.
- Demonstrate a team oriented leadership style with knowledge of and practice in local government management concepts, principles, strategies, practices and techniques.
- An ideal candidate will have demonstrated experience with a fast-growing residential community and understand economic development opportunities and challenges, with the ability to lead the Village in creative and innovative efforts to address the Village's short and long-range economic development goals. Experience with the negotiation of complicated development agreements.
- An understanding and previous experience with coordinating significant infrastructure expansion including water and wastewater treatment will be helpful as will developing a long term approach to sustaining the Village's roadway system.
- Have a strong "customer service" orientation with all Village staff, being particularly responsive to a highly connected/social media savvy community.
- Have a reputation for an approachable, welcoming style, able to quickly establish credibility with the public, business community and the residents.
- The ideal candidate must have expertise and experience in financial management, cost containment strategies and financial policy alternatives for the governing body as well as demonstrated experience alternative, creative public financing strategies. It will be necessary to show a track records of securing and administering grants to leverage the Village's limited financial resources.
- Excellent communication skills and significant career success in building collaborative, effective working relationships with elected and appointed officials to assert the Village's needs and interests.
- Experience in strategic planning, project management and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines.
- A motivating, empathetic and transformational leader who can build cross-organizational relationships.
- Skilled in budgeting and prioritizing programs, projects and strategic initiatives, possessing the ability to tactfully manage stakeholders' expectations. Familiar with long-range capital improvement programming, operational reviews, expense and revenue forecasting.
- Naturally curious, politically astute and situationally aware.
- Excellent at communicating effectively both orally and in writing, with the ability to explain local government regulations and best practices to policy makers and staff in non-technical language.
- Interpersonally skilled to build collaborative, effective relationships within and among staff, and across departments.
- Be comfortable working in a small organization demonstrating flexibility and a willingness to pitch in when necessary to achieve goals and objectives; an individual driven by a service orientation and willing to address unfamiliar and new challenges.
- Facilitate a working environment in which the President, Village Trustees and staff works as a unified team, striving to address municipal issues in a manner which serves the overall best interests of the community at large including leveraging the expertise and talents of the elected officials to better the organization and operations of the Village.
- Be committed to the efficiency and effectiveness of local government programs, as well as a creative and innovative approach with respect to the review of government programs, services and staffing levels in the organization.
- Mature, self-confident and demonstrate professional convictions to provide insight to the President and Village Board and staff.

COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

The Village offers a friendly, cohesive workforce who enjoy collaboration. The small workforce requires employees to be multi-faceted, innovative and self-sufficient. The organization prides itself on a work ethic of creativity.

The starting salary is \$160,000 +/- DOQ The Village offers a traditional benefit package, including membership in IMRF, and an optional deferred compensation plan. The Village is committed to on-going employee education and training.

HOW TO APPLY

The recruitment for this position is being handled by GovHR USA. Candidates should apply by June 12, 2023 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

The Village of Pingree Grove is an Equal Opportunity Employer

