

# VILLAGE OF NORTHFIELD, IL VILLAGE MANAGER



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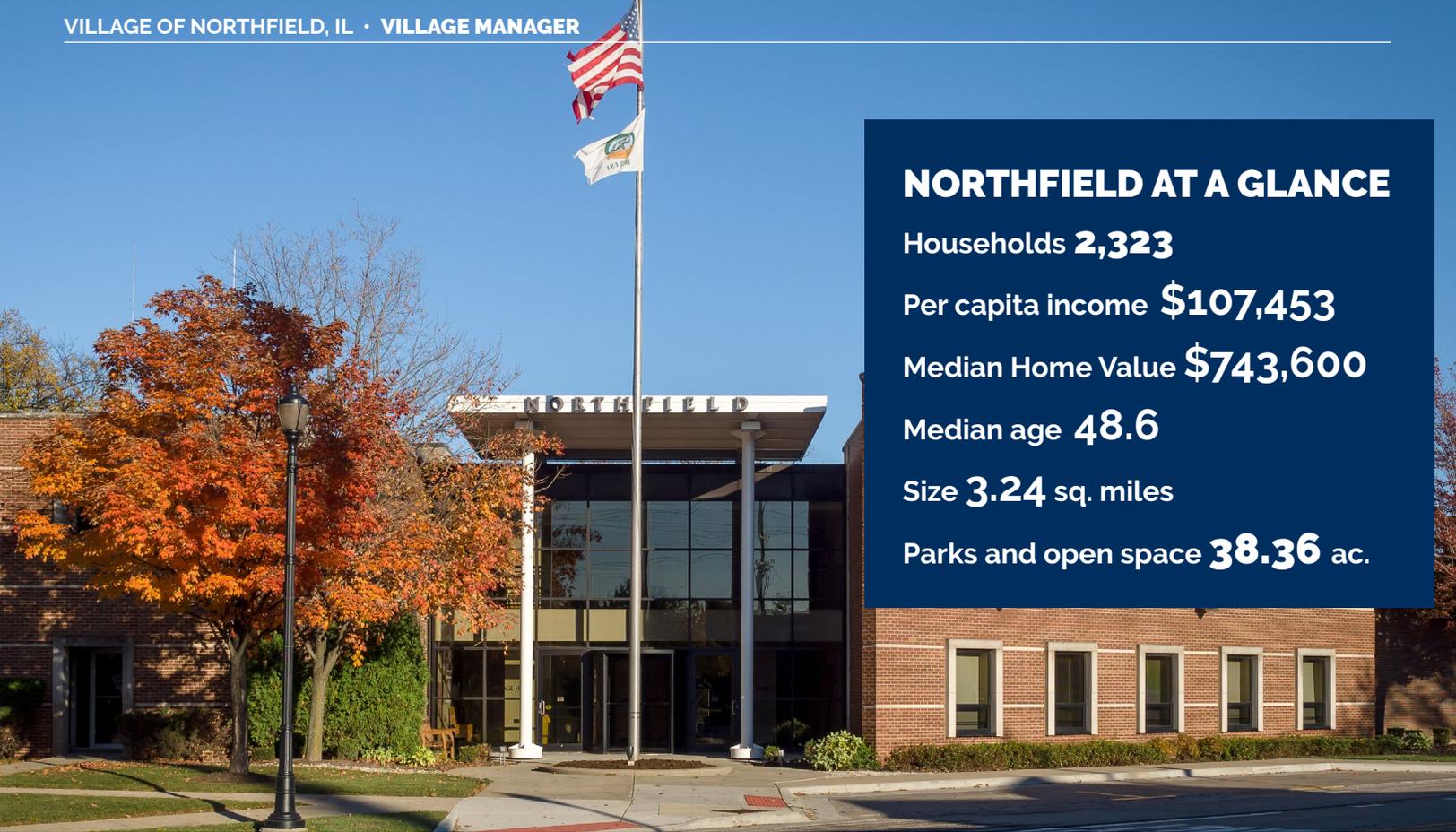


# The Village of Northfield

## VILLAGE OF NORTHFIELD, IL VILLAGE MANAGER

### **POSITION AT A GLANCE**

The Village of Northfield, IL seeks highly experienced, energetic candidates for its next Village Manager. Northfield attracts families of all ages to its charming Village which surrounds a park offering significant green space within a mile of every home. With its convenient location, only 19 miles north of downtown Chicago and 15 miles from O'Hare International Airport, residents, and the business community benefit from quick access to the many offerings of Chicago while enjoying natural landscape, quiet neighborhoods, and a relaxed lifestyle. Successful candidates for this position will be leaders in municipal government demonstrating a commitment to superior service, approachability, innovation, and collaboration with elected officials, community members, and staff. The community seeks individuals who enjoy a close-knit working environment where they are called to multi-task regularly on policy as well as actively complete day-to-day operations such as budget preparation, capital improvement project management, and active Board support.



## NORTHFIELD AT A GLANCE

Households **2,323**

Per capita income **\$107,453**

Median Home Value **\$743,600**

Median age **48.6**

Size **3.24** sq. miles

Parks and open space **38.36** ac.

## VILLAGE GOVERNMENT

The Village of Northfield is a home rule municipality and operates under the Council-Manager form of government. The Village Manager is appointed by the Board and serves as the chief administrative officer. The Village Board, elected at large for four-year terms, is the legislative and policymaking body of the Village of Northfield. The prior Village Manager was employed by the community for 25 years and served 16 years of those as the Village Manager.

The Village has a \$24.2 million total budget, which includes a \$13.5 million general fund budget. With its AAA bond rating, the Village has demonstrated a strong commitment to fiscal stewardship. The Village has controlled both staff size and expense by outsourcing finance operations and information technology. Northfield is an efficient operation staffed by the following departments: Administration, Community Development, Finance, Fire-Rescue (paid-on-premises format), Police, and Public Works. All Department Heads are appointed by and directly report to the Village Manager. The Village has 56 full-time employees and 51 paid-on-call firefighters; no one is a member of a collective bargaining unit. The Village Board and staff have a strong commitment to providing superior customer service.

## COMMUNITY BACKGROUND

Northfield, a prestigious North Shore community, offers convenient access to downtown Chicago while maintaining its small-town character and offering the beauty of a natural, forested community. The Village features a wide range of living styles ranging from quaint century-old properties to modern condominiums, to the most modern upscale mansions. Many single-family homes are situated on quiet private lanes on large acre sites offering a semi-rural atmosphere to the community. Families with children enjoy some of the best schools in Illinois, while seniors enjoy the largest and best-attended senior center in the area. Northfield is a close-knit community where residents are proud of their "can-do" attitude and share a commitment to service and volunteerism. With a casual, unassuming nature, generations of families have called Northfield home.

Northfield is home to sophisticated corporate entities such as Medline and the Field's Auto Group and offers a top-notch array of boutique shops and restaurants. The central business district is vibrant and has few vacancies. The three largest employers in Northfield are Medline (global headquarters), American College of Pathologists (laboratory accreditation agency), and Stepan (Chemical Engineering Company). The Village also is the site of the freshman campus for New Trier High School District 203.



## THE IDEAL CANDIDATE

### Candidate Must Haves

- An approachable leadership style that is steeped in collaboration, communication, and mandates an ethical and transparent operation of all municipal operations. The next Village Manager must be a strategic thinker, with strong listening skills and a commitment to the continuous delivery of high-quality, efficient, and effective municipal services, always looking for opportunities for innovation and collaboration with other units of government both inside and outside of Northfield.
- Extensive knowledge of municipal finance and a record of developing balanced budgets that embrace a long view of the Village's financial picture, while maintaining its strong fiscal position.
- Knowledge of municipal planning, and economic development techniques with the ability to work with the community and other stakeholders to advance Northfield's business and residential community in a manner that considers a wide variety of opinions and perspectives.
- Experience in leading an effective communication and messaging effort that embraces transparency and ensures residents and businesses are kept apprised of Village government activities and initiatives.
- Experience in team building, consensus building, and executive leadership collaboration to effectively engage newly elected and existing appointed officials in a way that merges perspectives, fosters strategic planning and problem solving.
- A bachelor's degree in public administration, planning, business administration, or related field with at least ten years of progressively responsible local government leadership. Northfield's Village Board will waive the residency requirement.

### The Ideal Candidate Will Be

- An experienced local government professional, preferably in a leadership role.
- A candidate with a master's degree in public policy, public administration, business administration, or a related field.
- Driven by a servant leadership philosophy that supports the municipal employees while holding them accountable for achieving goals and objectives, understanding when and how to effectively coach performance.
- Experienced in various community engagement and community building initiatives, providing suggestions to elected and appointed officials for continuing and enhancing the small town feel while ensuring all newcomers feel welcome and belong.
- Excellent at communicating effectively both orally and in writing, with the ability to explain municipal issues to policy makers, residents, and other stakeholders in a clear, understandable manner.



## KEY EXPECTATIONS AND CHALLENGES FOR VILLAGE MANAGER

The new Village Manager can expect to encounter the following challenges, issues, and opportunities (not in order of importance):

- The next Village Manager will be expected to have strong team-building skills and create a cohesive leadership team with all members of the staff. The new Village Manager will be expected to evaluate the staffing levels considering service demands and address the ongoing issues of attraction and retention of key staff members. They will need to constantly review the workplace environment and excess overtime demands and support professional development through increased coaching and innovation. The next Village Manager will be approachable and foster teamwork, trust, and collegiality among employees.
- The next Village Manager will be a masterful collaborator and navigate the differing perspectives and approaches among the Village Board. The Village Manager will display steadfastness, transparency, and diplomacy to create an environment for thoughtful, respectful, and effective discourse and policy making. They need to be transparent in decision-making and dispensing information. Effective communication among stakeholders (elected officials, staff, and community) will strengthen and foster an environment of trust.
- Several key department leaders are nearing retirement offering the opportunity to create a succession plan and build a highly capable team that can energize and cultivate a positive work environment nurturing the development of the next generation of employees.
- The next Village Manager will be called upon to establish roles, responsibilities, boundaries, and a productive work environment for staff who are working in collaboration with the Executive Director of Special Projects.
- The next Village Manager will be expected to maintain the Village's strong financial position through effective budget management. They must address, through a multi-year strategy, the needed capital improvements in the water and street programs, while working with a fiscally conservative financial approach.
- The next Village Manager will be expected to understand the nuances and high level of communication and service that Northfield residents expect. The community has benefitted from many years of community stewardship and involvement; the next Village Manager will actively be involved in community activities and events.
- The Village is actively engaged in a major road improvement project on Happ Road, a Cook County-controlled roadway that will impact the community's business district and residential neighborhoods. Facilitating the successful completion of this project will offer an opportunity to interact with the community and intergovernmental agencies and serve as a buttress to any impacts on Northfield.
- Since the organization is small, the Village Manager will be required to be a hands-on manager, multi-task on several important projects at once, and provide a very high degree of "customer service" to the residents as well as the business community.





## ATTRACTIVE COMPENSATION OFFERED

To attract highly talented and accomplished candidates to this position, the Village of Northfield has set a starting annual salary range of \$200,000 - \$240,000 DOQ/E. The Village Board will waive the residency requirement.

## SUBMIT YOUR CREDENTIALS

Candidates should apply by January 8, 2024, online at [www.govhrjobs.com](http://www.govhrjobs.com) with a résumé, cover letter, and contact information for five professional references to Kathleen Rush, Vice President. Any questions should be directed to Ms. Rush at [krush@govhrusa.com](mailto:krush@govhrusa.com). Equal Opportunity Employer.

