



MORTON GROVE, ILLINOIS VILLAGE ADMINISTRATOR





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THE COMMUNITY

Morton Grove (5.1 square miles) is a diverse suburban community (pop. 25,297) that offers hometown charm and is one of the best places to live in Illinois. The Village is close to downtown Chicago, O'Hare Airport, Interstates 94 and 294 and is serviced by Metra trains and Pace buses. The Village has outstanding restaurants and shops and a balance of residential, retail, and commercial properties that provide diverse offerings to its residents. Almost 20% of the Village encompasses the Cook County Forest Preserve allowing residents to take advantage of many biking and hiking trails, golf courses, and parks. Morton Grove is described as an "Incredibly Close" community of neighbors that enjoys living in Morton Grove and care about each other.

VILLAGE GOVERNMENT

Morton Grove maintains a Village home rule form of municipal government led by a Village President, six Trustees, who are elected for four-year terms, and a Village Clerk. Elections are held every two years. The Village President, with the concurrence of the Village Board, appoints the Village Administrator. The Village of Morton Grove provides high quality municipal services through eight departments:

- Administration
- Building and Inspectional Services
- Community and Economic Development
- Family and Senior Services
- Finance
- Fire
- Police
- Public Works



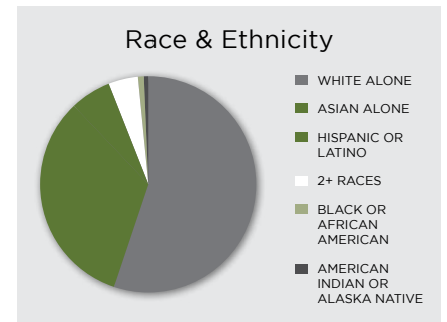
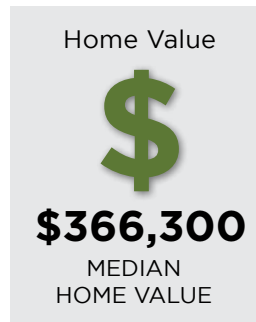
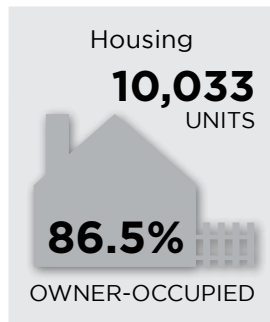
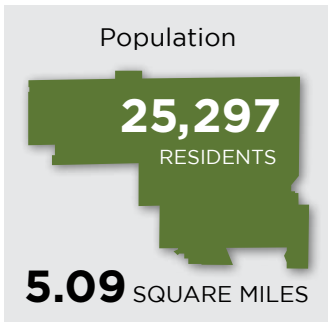
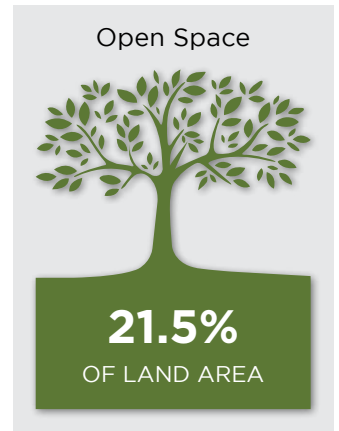
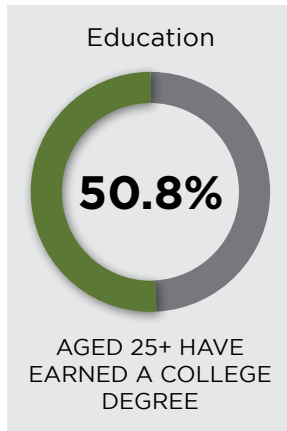
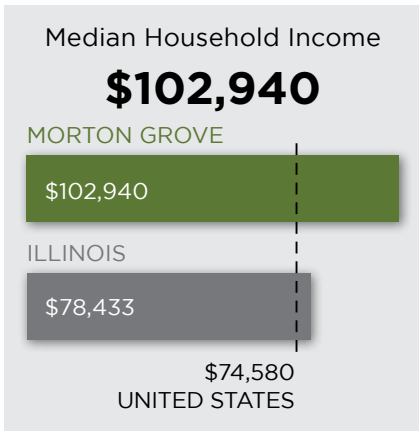
Community Overview



Incredibly Close Amazingly Open



QUICK FACTS

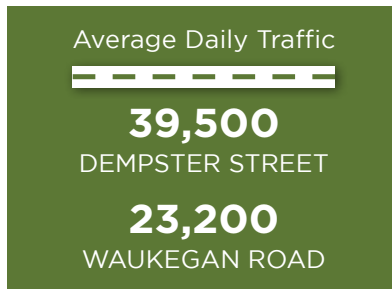


DOING BUSINESS



TOP 10 EMPLOYERS

#	EMPLOYER	EMPLOYEES
1	Xylem	475
2	John Crane	378
3	Amazon Fresh	300
4	Fareva	200
5	Quantum Color Graphics	200
6	Integrated Merchandising	154
7	Menards	150
8	Bunzl Retail Services	150
9	Illinois Bone & Joint Inst.	150
10	M.G. Living & Rehab	125



THE POSITION IN BRIEF

The present Village Administrator is retiring after 50 years of public service, the last 9 serving as the Village Administrator. The Village Administrator is appointed by the Village President with the concurrence of the Village Board and serves as the Village's chief administrative officer, the position directs, supervises, and coordinates the administration of all departments, offices, and agencies of the Village including supervising the activities of department directors and ensuring all municipal services and programs are efficiently and effectively managed; prepares the annual operating and capital budget and establishes an effective working relationship with the Board of Trustees. Additionally, the Village has three unions: the FOP for Police, IAFF for Fire and Mechanics Local 701 for only 5 of the several Public Works employees. The Administrator is responsible for administering all collective bargaining agreements reached through the collective bargaining process.

Financial responsibilities performed and/or supervised by the Village Administrator include:

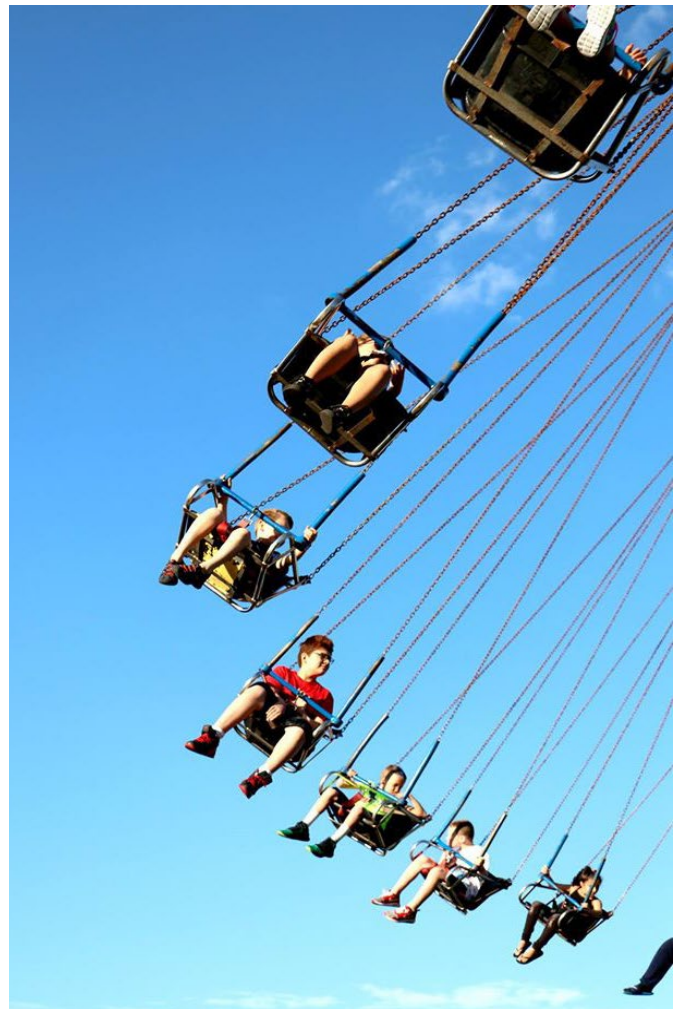
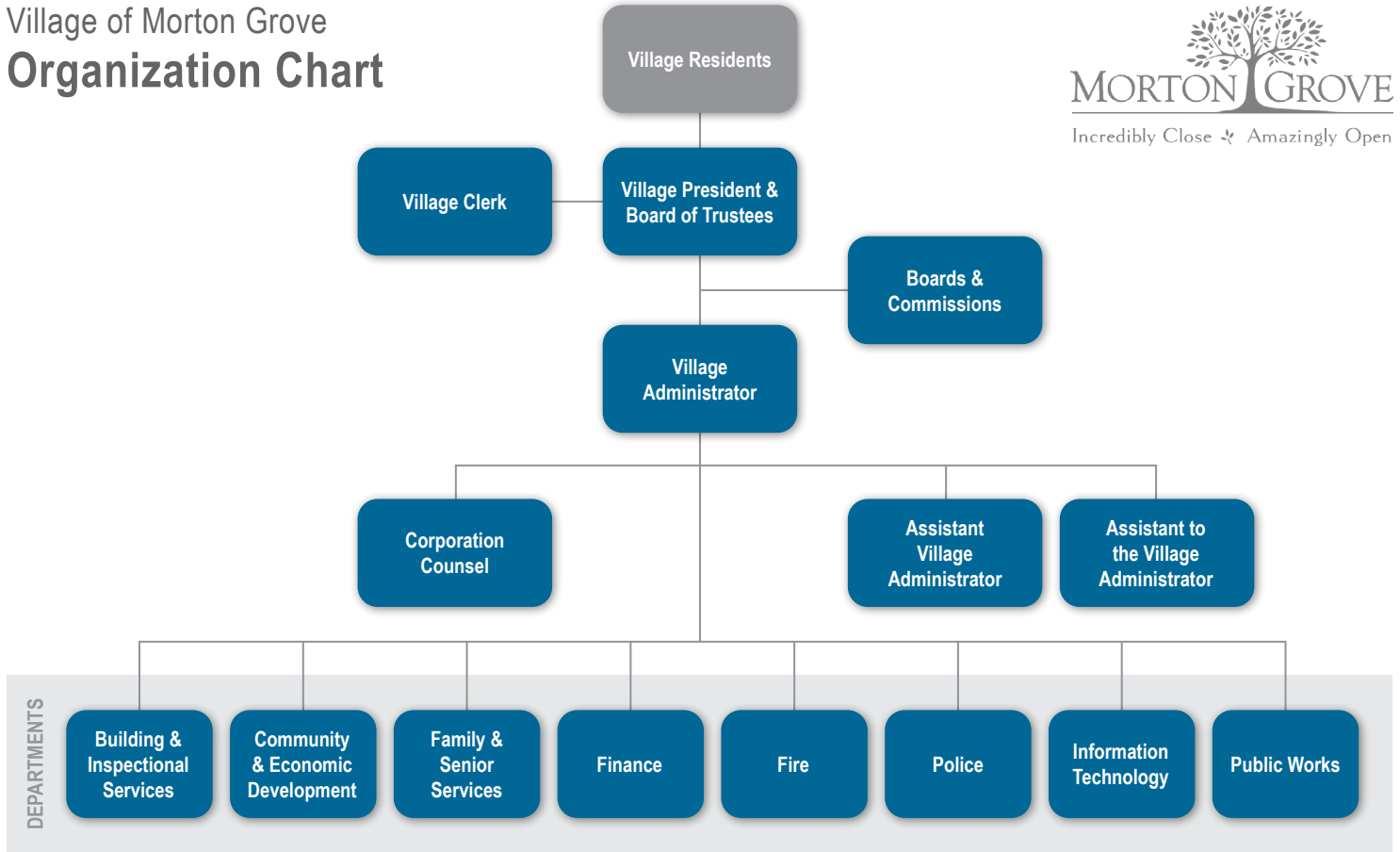
- Long-term planning and integrated budget management and administration (General, Capital, TIF districts)
- Financial management and long-range financial planning
- Debt and cash flow management
- TIF analysis/management
- Procurement and fixed assets reporting
- Coordination of the annual financial audit by an independent certified auditor



Other responsibilities assigned to the position include:

- Attends and addresses Village Board meetings to advise the Board on all matters concerning the administration of the Village's business.
- Apprises the Board of current and projected financial conditions and future fiscal needs and makes recommendations for the expenditures of Village revenues and state and federal grant funds and prepares and submits an annual operating and capital expenditures budget and a comprehensive annual financial report of transactions and administrative activities.
- Exercises general supervision and management over the executive affairs and daily operations of the Village government.
- Appoints and removes general employees.
- Assures all personnel perform their assigned duties and that all laws and ordinances are properly enforced or executed.
- Investigates and responds appropriately to all complaints and communications concerning the administration of the government of the Village.
- Recruits and establishes long-term business relationships through a targeted Economic Development program.
- Develops long range services, programs, and improvement plans and creates mechanisms for their implementation; receives proposals, studies and approves plans for the organization or reorganization of the Village's governmental functions; and makes periodic and special reports to the Board concerning activities.
- Other duties as necessary.

Village of Morton Grove Organization Chart



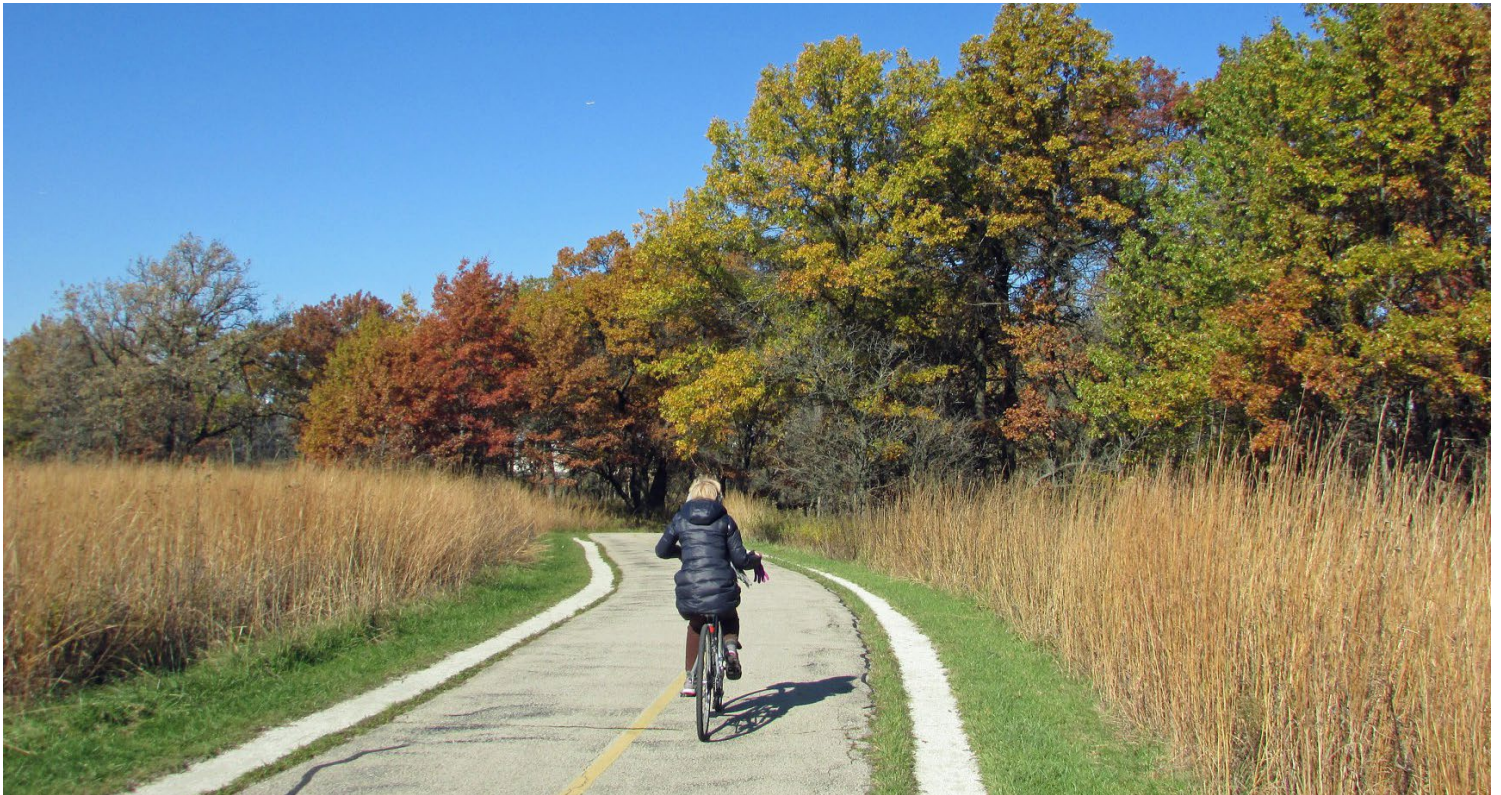


CHALLENGES AND OPPORTUNITIES

- The Village enjoys a stable political environment at the Board level which translates into respect for the staff. A great deal of that derives from the relationship that has been built with the Village Administrator. The next Administrator must continue to maintain and enhance that relationship through exceptional leadership.
- The Village is developing plans with FGM Architects for a new Village Hall/Police Station complex. The next Administrator will be tasked with managing the construction of the complex within the timeline and budget provided.
- The Metra Train Station within the Village will be replaced with a new \$3.7 million facility. Assisting with the project is a \$300,000 grant from Metra. The next Administrator will take the lead role to ensure the project is completed by the end of 2024.
- The Village has three TIF Districts. One is ending. The other two are very important to the Village's Economic financial stability, one including a 26-acre mixed-use shopping center. The next Administrator must have the vision to target and phase in commercial businesses within the community under the long-term redevelopment agreements, enhancing the Village's fiscal strength.
- The Village is basically land-locked and has limited opportunity to expand. There are several parcels within the corporate limits that are suitable for future redevelopment. The next Administrator must work to identify potential developments for those parcels in the future.
- Morton Grove is a member of the Morton Grove-Niles Water Commission and receives their water from Evanston under a 48-year water agreement. The next Administrator will continue to advocate for fiscally sound management and operation of the Commission.
- As with all communities within Illinois, the Village is subject to unfunded mandates and dwindling state revenues. The next Administrator must work with staff to find creative approaches for additional funding coupled with delivering services in a more economic fashion wherever possible.
- Lead service replacements for the approximately 3,000 residential homes within the Village are in the planning stages. The next Administrator will oversee and partner with the residents to accomplish the service replacements.

LEADERSHIP SKILLS AND MANAGEMENT STYLE

- Be an approachable individual who listens to all sides of an issue. Be a decisive decision maker.
- Possess the ability to maintain confidentiality and be open to listening to other ideas and innovative approaches.
- Must have excellent interpersonal and communication skills through a collaborative leadership style with the Department Directors, which in turn builds trust within the organization.
- Offer creative solutions when problem solving. Be open to changing the approach to improve performance and efficiency.
- Be politically astute in dealings with the Village Board and other political entities the Village partners with.
- Possess the ability to articulate their opinion on issues in the face of opposition using fact-based data.
- Recognize the critical role commercial development plays in generating sales tax revenues for the Village and will work with others to attract new businesses to the Village.
- Possess the energy and vision to build effective relationships with residents and business owners.
- Balance team and individual responsibilities by giving and welcoming feedback which contributes to building a positive team spirit. Puts success of team above their own interests.
- Possess the ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- Be a "hands-on" manager when the situation warrants, balancing involvement within the organization. Delegate those issues that can be accomplished at the Director level.
- Be enthusiastic to join the Village of Morton Grove and serve as a role model to Village staff. Be civic minded and be a participant at Village community events.
- Possess a sound understanding of the technical aspects of infrastructure improvements enabling successful completion of each.
- A record of continuing education and training to keep up to date with innovative management solutions and effective analysis methods.
- Have a proven track record of grant awards and management.
- Effective negotiation skills with the collective bargaining process allowing for effective contract administration.





COMPENSATION AND BENEFITS

The Village of Morton Grove offers a competitive benefits package. The starting salary range is \$190,000 - \$230,000 +/- DOQ and experience.

HOW TO APPLY

Interested candidates should apply online by Friday, April 5, 2024 with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Riccardo (Rick) Ginex, Vice President, GovHR USA/MGT; Tel: (847)380-3240, ext. 160.

For more information about the Village of Morton Grove, go to: <https://www.mortongroveil.org>.

The Village of Morton Grove is an Equal Opportunity Employer.

