

Village of
Kenilworth Illinois



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KENILWORTH, ILLINOIS
VILLAGE MANAGER



KENILWORTH, ILLINOIS VILLAGE MANAGER

POSITION SUMMARY

The Village of Kenilworth, IL (pop. 2,514) seeks skilled professionals who excel in the delivery of high-quality municipal services. The Manager will be regularly called on to multitask while serving as the Chief Administrative and Budget/Finance Officer for the Village. As a beautiful historic community, located along Lake Michigan and only 17 miles north of Chicago, this premier suburb has seen an influx of new residents resulting from the sale of 30% of the housing stock in the last few years, infusing the community with a renewed vibrancy and interest in amenities that provide for community gathering and social opportunities. Strong project management skills, the ability to embrace the role of "working manager", and superior financial management/budgeting skills are essential. Highly proficient, communication skills, and a management style that is team-oriented are essential qualities for the next Village Manager.



COMMUNITY BACKGROUND

The Village of Kenilworth, Illinois, bounded by Wilmette to the south and Winnetka to the north, Kenilworth has a vibrant community of residents and businesses who regularly take advantage of its tree-lined streets, lakefront, and park system. Kenilworth, designed with large lots, underground utilities and plentiful open space has maintained its historic character. Kenilworth is known for its excellent school (Sears School, K-8), beautiful parks and beach, and elegant homes. Students continue their education at the highly regarded New Trier High School or a variety of private schools nearby. Kenilworth has a charming commuter train station located along Green Bay Road; residents take the commuter rail line into Chicago for business and cultural activities. The Green Bay Road, a major state owned arterial, passes through Kenilworth and is the site for most commercial activity in the Village with a few restaurants, retail and personal service businesses located along the roadway.



KENILWORTH QUICK FACTS

Population - **2,514**

Area - **0.6** square miles

County - **Cook**

Distance to Chicago - **17** miles

2009 Median Home Value (2021) - **\$1,382,939**

Median Age - **40.4**

Bachelor's Degree or higher – **91.2 %**

Annual Budget - **\$11.9** million

Street Miles - **38** miles

Number of homes - **755**

KENILWORTH LOCAL GOVERNMENT

The Village is a non home rule community governed by a Village President and six-member Board of Trustees who are elected at large for staggered four-year terms. There are four Village Board committees with each Trustee serving as a Chair of a committee. There are several advisory boards and commissions including: Plan Commission, Zoning Board of Appeals, Building Review Commission and Architectural Review Commission. The Village is further assisted by an elected Village Clerk and by an appointed Village Treasurer. The Village Manager is appointed by and reports to the Village President and Board of Trustees. The Village has had four managers since 1990.

Kenilworth operates under the Council/Manager form of government. The Village Manager supervises the Village's 17 full time and eight part time employees, apart from the Police Chief who reports to the Village President and Board of Trustees. The Village's fire and emergency medical services are provided through an intergovernmental agreement with the Village of Winnetka. The Village's department heads include a Public Works Superintendent and Assistant to the Village Manager who directs the Building and Planning Division. The Village has an operating budget of \$6.0 million; it is a non-home rule community and property taxes are the primary source of funding for village operations. The Village owns its own water distribution system with an elevated storage tank, pumping station, and emergency interconnections. Drinking water is purchased from a neighboring community.



Kenilworth
VILLAGE HALL & POLICE STATION
419 RICHMOND ROAD



OPPORTUNITIES AND INITIATIVES

Kenilworth has a proven track record of major capital project success. The recently completed Green Streets stormwater improvement program demonstrated innovation and the desire to address a perennial concern with sanitary sewer surcharge and overland flooding. Phase One included using porous asphalt, porous parkways, and under-road detention; Phase Two included a new storm system, upgraded watermain and porous pavers. The next Village Manager will have this success as a foundation to leverage as he/she joins the team.

There are several interesting opportunities to work closely with the Village President and Board of Trustees to bring new amenities and improve service delivery.

- **Green Bay Road Commercial/TIF District:**

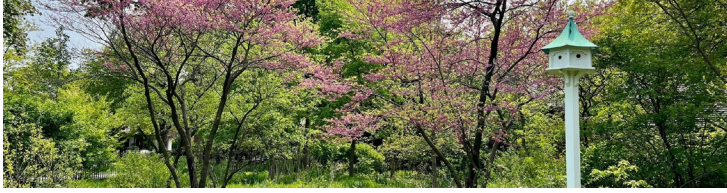
Successful implementation of the [2022 Vision](#) including a potential road reconfiguration, and proposed mix-used private development will require strategic oversight and guidance of efforts to ensure a high quality result. The Village Board approved a purchase and sale agreement for the Village-owned parcel at Roger and Green Bay Roads on March 18th. Completing the negotiations for a development agreement and shepherding the project through the PUD approval process will require considerable effort and planning expertise. With an in-flux of younger families in the last few years, there is a renewed energy and interest in additional commercial and restaurant offerings and improvements to the pedestrian experience.

- **Lakefront Improvement Project:** A 3/19/24 referendum passed (74% approval) authorizing the village to issue up to \$2.5M in bonds for renovation/adaptive reuse of a decommissioned water plant (for recreational uses) at Kenilworth Beach. This recreational improvement will result in shoreline improvements and additional recreational amenities.

The Village intends to finance the estimated \$8.4M building project through a combination of bonds, \$3.4M available in capital reserves, and fundraising. The Village has sought a federal grant which may result in up to 70% of the shoreline improvement work estimated at \$1.3M. The village hopes to initiate construction in Fall 2024 on the facility renovation and rehabilitation. The shoreline improvements are targeted to occur in 2025.

- **Zoning Code Review:** The staff has undertaken an effort to review and revise the zoning code to help streamline the development efforts within the community, easing approvals and facilitating commercial and residential development efforts.
- **Improve Service Delivery in the Building/ Planning Division:** The building and permitting process has been challenged by staff turnover and a need for process improvement. Planning services and building permitting services are presently outsourced to separate vendors. An evaluation is underway of how the service can be enhanced and permitting efforts improved to ensure reliability and consistency.

THE IDEAL CANDIDATE



Candidate Must Haves

- A strong background in municipal operations. With a small staff and sizable projects underway, it will be critical for candidates to fully embrace and demonstrate a resourceful, "can-do" attitude that is comfortable in the role of a "working manager". Refined project management, particularly in public works, will be required to be successful.
- An approachable leadership style that is steeped in collaboration mandates an ethical and transparent approach. The next Village Manager must be a strategic thinker, with a commitment to the continuous delivery of high-quality, efficient municipal services, always looking for opportunities for innovation and collaboration with other units of government.
- Extensive knowledge of municipal finance with a record of developing balanced budgets and an eye on the financial status to maintain a strong fiscal position; knowledge of budget controls, financial forecasting, capital improvement financing and managing within non-home rule budgetary constraints. Identification, procurement, and administration of grants is valuable.
- Knowledge of municipal planning, redevelopment, and economic development techniques; an ability to work with the community to advance Kenilworth's business and residential community. The candidate is expected to negotiate development agreements and guide prospects through plan review and the entitlement process.
- The ability to utilize technology to enhance and support information dissemination as well as to support municipal operations improving service delivery.
- A bachelor's degree in public administration, planning, business administration, public policy, or related field with at least ten years of progressively responsible local government leadership. A Master's Degree is strongly preferred.
- A minimum of five years of increasingly responsible experience in an upper management position with direct oversight of and considerable involvement and decision-making authority within municipal operations.

The Ideal Candidate Will Ideally Be

- Known for providing extraordinary customer service to residents and work to ensure that philosophy is practiced throughout the Village organization.
- Unflappable with the ability to meet challenges and adversity with effective leadership. Using their ability to synthesize new ideas, obtain facts and consensus by sometimes challenging others to consider new approaches and processes.
- 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. A willingness to support team members and share in the work to accomplish the task at hand.
- Experienced in various community engagement and community building initiatives, providing suggestions to elected and appointed officials for enhancing the safety and security of a close-knit community while ensuring all newcomers feel welcome and belong.
- Experienced in developing positive relationships with other local government entities including exploring intergovernmental partnerships to enhance services.
- 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. Having an easy, approachable yet polished demeanor when communicating with any party even in challenging situations.
- A self-starter who is willing to listen to partner with community members to foster innovative and creative problem solving. An individual who is modest in their approach and willing to share their expertise in a professional and respectful way to benefit the decision-making process.



ATTRACTIVE COMPENSATION OFFERED

To attract highly talented and accomplished candidates to this position, the Village of Kenilworth has set a starting annual salary range of \$180,000 DOQ/E with the opportunity of an annual bonus and excellent benefits.

SUBMIT YOUR CREDENTIALS

Candidates should apply by May 3, 2024, online at 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. Equal Opportunity Employer.

