

# CITY ADMINISTRATOR CREST HILL, ILLINOIS



**MGT**

# CITY OF CREST HILL CITY ADMINISTRATOR

GovHR USA/MGT is pleased to announce the recruitment and selection process for the City Administrator for the City of Crest Hill, Illinois, population 20,459. This is an exciting opportunity for local government leaders interested in leading a full-service City that is diligent about pursuing its economic development goals.

The Crest Hill municipal government is a full-service community with a staff of 64 full-time employees, a \$55 million total budget, an AA bond rating, low debt, and healthy unallocated reserves. Crest Hill's government offices are housed in a new, state-of-the art, 40,000 square foot municipal building. Crest Hill comprises nine (9) square miles. The City Administrator is appointed by the Mayor, confirmed by City Council and reports directly to the City Council. The City Administrator is responsible to the Mayor and City Council per ordinance [Chapter 2.22](#).

Candidates must possess excellent interpersonal skills and demonstrate an approachable, welcoming style that builds trust easily with the community, elected officials and staff. Successful candidates will have experience in economic development, business community relationships, fiscal administration, and creating/maintaining positive working relationships with elected officials, staff, and other units of government. This brochure provides background information on Crest Hill as well as the requirements and expected qualifications for the City Administrator's position. Additional information about Crest Hill can be found on the [City's website](#).

## COMMUNITY: RECREATION, SCHOOLS & QUALITY OF LIFE

Crest Hill is a community of choice and a major residential destination with multiple attractions, recreation opportunities, and quality schools and neighborhoods. The community views itself as a "City of Neighbors." The public schools are highly rated, making Crest Hill an attractive place for families.

Crest Hill is a strategically located, mid-size community, that has retained its small-town flavor situated 40 miles southwest of Chicago in Will County. Crest Hill is bordered by Romeoville to the north and Joliet to the South, with easy access to I-55, I-80 and I-355, making it a prime location in which to live and work. Both O'Hare International Airport and Midway International Airport are 40 minutes away. The Metra Rock Island Line and Heritage Corridor Line railroads connect Crest Hill to Downtown Chicago.

Incorporated in 1960, Crest Hill is a community of strong neighborhoods, bustling commercial districts, and beautiful open space incorporated. Crest Hill is a safe community with strong and diverse residential neighborhoods, numerous park amenities, including the 1,100 home Carillon Lakes 55 plus-living community, an industrial park anchored by Amazon, and bustling commercial districts supported by two existing tax increment financing districts.

Community members are authentic and are fiercely proud of their community and its heritage, neighborhoods, and schools. Crest Hill Residents are loyal to the community and enthusiastic about Crest Hill's growing prominence in Will County. Community members strongly support the police and traditional institutions. Multiple community groups like the Lion's Club, the Woman's Civic Club, and the Veterans' Memorial group, add to the community's strength. Crest Hill is ranked in the top third of the best suburbs for young professionals in Illinois.



## THE COMMUNITY: RECREATION, SCHOOLS & QUALITY OF LIFE



The history of Crest Hill includes multiple ethnicities who provide a rich array of community activities and improvements. The American Italian Cultural Society hosts the best spaghetti dinners in town and is open to all. Czechoslovakian community members created a significant monument to honor those lost in Lidice, Czechoslovakia during World War II.

Crest Hill is home to an expanding business park as well as Carillon Lakes, a highly desirable 55 year-old plus living community. Residents at Carillon Lakes enjoy a wide range of amenities including a large clubhouse and a three-hole golf course, tennis, pickleball, bocce ball courts, horseshoe pits, a swimming pool and patio, gardening plots, a playground, and a fishing pier.

Nearby health care providers include the Weber Medical Center, Ascension Hospital, and Silver Cross Hospital.

Multiple school choices exist. Crest Hill's schools and libraries are well respected. Niche ranked Crest Hill's schools with a Grade A:

- Richland Elementary School, District 88A
- Chaney-Monge School, K to 8th grade
- Joliet Montessori School, PK to 9th grade and
- Grand Prairie Elementary School is located near Crest Hill
- Lockport Township High School

Multiple parks and green spaces contribute to the quality of life. Residents enjoy recreational programming, a community center, pool, an 18-hole golf course, and numerous playgrounds spread throughout the community. Residents and visitors also enjoy Siegel's Cottonwood Farm, which hosts the annual Pumpkin Patch, Corn Maze, and other seasonal activities. Year-round recreational opportunities are provided by the Lockport Prairie Nature Preserve, Dellwood Park, and Brent Hassert Park. Additional parks and further attractions are dotted throughout the community, such as relaxing gazebos and picnic areas, and include:

- Chaney Pool
- Prairie Bluff Preserve
- St. Joe's Park
- Brent Hassert Park
- Joliet Iron Works Historic Site and hiking trails
- Family Fun Zone
- The Book Market Sales and Trading Center
- Jacob Henry Mansion

Golfers can tee off at a variety of courses like Mistwood Golf Club and Lockport Golf Club.

When these recreation opportunities are combined with an uncongested transportation system, quality schools, and friendly people, it is easy to conclude why Crest Hill is popular and growing.

## BUSINESS AND ECONOMIC DEVELOPMENT

Crest Hill has a strong and diverse economy. The region's pro-business environment, motivated labor pool, and affordable wage rates are key attractors. Being near so many transportation corridors and a 9.4 million regional population total, business can take advantage of Crest Hill's many attributes. The City is also home to a 125-acre business park which includes Aaron Thomas Packaging, Dayton Freight, and Rich Foods, including an Amazon package sorting center with 2,500 employees. Additional developable land exists along Route 30, Route 53, and Weber Road corridors. The City is actively planning a third tax increment financing district and instituting multimillion dollar upgrades to its wastewater treatment plant to support continued desirable economic development and private investment. The City is part of the Grand Prairie Water Commission that will soon start construction of water mains to bring Lake Michigan water to Crest Hill and several surrounding communities -- planned to be operational by 2030.

Crest Hill is proactive in seeking new business ventures. The City Council looks forward to working with the next City Administrator to continue these efforts.



### DEMOGRAPHICS

Population: **20,459**

Number of Households: **7,727**

Owner occupied housing units (%): **68%**

Land area: **9** square miles

Median Household Income (2022 dollars):

**\$68,377**

Median Home Value: **\$244,618** (Zillow)





## CITY GOVERNMENT

The City of Crest Hill is a non-home rule community that operates under a Mayor-Council form of government. The Mayor appoints the City Administrator with consent of the City Council. The eight-member City Council is elected by wards with staggered elections occurring every four years. The Mayor was re-elected to his fourth term in 2021 with 70% of the vote and is on the ballot again. The City Administrator provides daily supervision over the City's operations and collaborates with the Mayor and City Council on the appointment of all City's department heads. The previous City Administrator served the City for 18 months. The prior Administrator served for eight years, the last four years as City Administrator. The Interim Administrator has served for a year and is not a candidate.

Crest Hill is a full-service, stand-alone community with a \$55 million total budget (including a \$10.3 million General Fund). The City Administrator oversees a staff of 64 full-time employees (66 FTEs) in the departments. The City provides the following municipal services: Police, Public Works, Wastewater Treatment (two facilities), Building, Community Development and Finance. The City's water is provided through 11 wells. Water bills are projected to increase for ten years to finance the new Lake Michigan water transmission main project with a target date for completion in the summer of 2030.

Fire protection and emergency medical services are provided by Lockport Township Fire Protection District and Plainfield Township Fire Protection District. The City invests in its public facilities and opened a new 40,000 square foot City Center that houses its administrative offices and Police Department in 2023. The new City Hall is located at 20600 City Center Boulevard adjacent to the new White Oak Library District - Crest Hill Branch.

## CITY OF CREST HILL MISSION STATEMENT

The City of Crest Hill is committed to enhancing the quality of life for its residents and businesses by providing essential infrastructure, public safety services, and thoughtful, planned development that ensures fiscal responsibility and promotes ethical stewardship of the City's resources.

The City's finances are well managed with an efficient and effective budget process. The fiscal year is May to April. The City enjoys a AA bond rating and low bonded debt. The City has a non-home rule sales tax in place, which is used to fund a property tax rebate program, debt service payments, and Police Department operating expenditures, among other items. The City also maintains a Capital Project Fund in an effort to take a longer term approach to the systematic replacement of vehicles, building, technology, computers and building maintenance for the City.

Two departments are unionized: Police and Public Works Departments are currently unionized and are governed by a Civil Service Commission consisting of three residents appointed by the Mayor and City Council. The City is a member of a regional risk management association and a regional health insurance cooperative.

The City Council is active and engaged yet plans to focus on overall policy once a communicative, trustworthy, calming, and team-building new City Administrator is on board.

# CITY ADMINISTRATOR POSITION



The City Administrator is appointed by the Mayor with the consent of the City Council. The Administrator works closely with the elected officials on the City's strategic initiatives. The City Administrator leads the staff in effectively administering City operations and in the development and administration of the annual budget. While the Mayor and City Council officially appoint department heads, the City Administrator is an integral part of the recruitment and selection process. [View Job Description](#). The City Council and Leadership Team are specifically looking for a positive professional who can:

- Foster a positive organizational culture
- Rebuild trust with elected officials and among staff
- Ensure uniform personnel oversight
- Reshape the future Leadership Team of the City
- Unify and earn the trust of City Council and Leadership Team
- Manage by example using the highest levels of integrity and professionalism

## KEY PROJECTS, OPPORTUNITIES AND CHALLENGES

Crest Hill is a pro-business community that is undergoing significant economic development. The next City Administrator is expected to be actively engaged in economic development with a passion for promoting the City and ensuring that the City's interests are represented. The City has two Tax Increment Financing (TIF) Districts; a third TIF is underway.

The City of Crest Hill invests in its public facilities, recently opening a new 40,000 square foot Public Works facility in 2021 and opening a new City Hall/Police Department in 2023. A \$36 million rehabilitation effort is underway for the City's west wastewater treatment plant.

Further, the next City Administrator will:

- Build a solid policy foundation for organizational and City priorities going forward.
- Reinvigorate strategic planning and implementation.
- Implement the new agreement to deliver Lake Michigan water to residents through a five-community arrangement to operate a 40-mile water transmission main to be operational in 2030.
- Create economic development through attracting major new employment centers.
- Improve permitting and increase user friendliness.
- Research bonding and other financial mechanisms to improve street infrastructure.
- Unify and improve overall leadership communication among the Crest Hill team and provide the necessary direction to further develop the leadership team.
- Re-start a comprehensive communications and branding process.
- Set an example for a staff culture to being forward-thinking and positive.
- Retain talent and recruit new talent to fill acting Leadership Team positions: the Human Resources Manager and the Public Works Director positions are currently being filled by temporary appointments.
- Enhance morale and improve administrative decision making consistency.
- Redevelop the former City Hall site



[CLICK HERE FOR CREST HILL, IL COMMUNITY VIDEO TOUR](#)



## THE IDEAL CANDIDATE

The ideal candidate will be a trustworthy, goal-oriented, astute, engaging, and ethical municipal professional who is looking to serve in a growing community with a bright future. The ideal candidate will embody a nimble and flexible ability with a sense of humor. The new Administrator will need to lead efforts to improve communications, clarity, consistency, and transparency in a timely manner, while ensuring staff accountability.

The ideal candidate will have a positive mental attitude, be calm and comfortable with periodic ambiguity, be a model of professionalism for staff, be transparent, create opportunities for multiple communication channels with boards, commissions, and with the City Council, be a team player, think first of bettering the community.

The ideal candidate will lead easily, earn respect, exude honesty, and be able to articulate their short and long term vision for organization and for the community. The ideal candidate will assist the City Council, leadership team, and future staff in returning to customary policy/administrative roles. This is uniformly recognized as being needed and desirable with the right city administrative leadership at the top.

The perfect candidate is going to be someone who is charismatic and can build consensus with an active and engaged City Council. Further, the ideal candidate:

- Should be a highly motivated, strong, transparent, and independent, yet be a collaborative/constructive, thinker that will do right for the city and not just for an individual or individuals.
- Should demonstrate honesty, leadership, loyalty, have a vision for short- and long-term goals, and be a mentor to the staff.
- Should be able to lead research on multiple policy options and present the best possible outcomes.
- Should demonstrate collaboration and be able to work closely with staff and elected officials.
- Should be a team player who listens well and can flexibly and enthusiastically move the city forward.
- Should be goal oriented, have a sense of humor and demonstrate a passion for the position.
- Should have a calm demeanor.
- Should have a passion for public service and be loyal to the City as it grows.





## POSITION REQUIREMENTS

The City is seeking an experienced and collaborative leader for its next City Administrator. The successful candidate will have:

- Three to seven years of progressively responsible experience as a Chief Administrative Officer or Deputy Chief Administrative Officer, or an equivalent combination of training and experience.
- Bachelor's degree in public or business administration, management, public policy, planning, economic development, finance, or related field.
- Master's degree in public/business administration or advanced degree preferred.
- Experience in economic development with a passion for the recruitment and retention of businesses, fiscal administration and maintaining positive working relationships with elected officials, staff, other units of government, and the business community.
- Excellent interpersonal skills and demonstrate an approachable, welcoming style that builds trust easily with the community, elected officials and staff.
- Strong organizational leadership skills with experience in oversight of a full range of municipal operations
- Bring innovation and demonstrated creativity to the administration of municipal services, always seeking to improve processes and customer service.
- Be skilled in building consensus with elected officials and providing the elected officials with comprehensive information and professional guidance.
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner
- Possess strong presentation experience and have excellent writing and interpersonal skills.
- Residency is not required.

## PREFERENCES

Master's degree (MPA or MBA), or other advanced degree, is desired.

## COMPENSATION & BENEFITS

Salary: \$175,000 - \$215,000 +/- DOQ/E with a comprehensive benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF), life insurance, and health insurance including medical, dental, and vision coverage (also available to dependents). The City offers paid vacation, holidays, and sick leave, and additional benefits. There is no residency requirement yet living in or nearby is a plus.

## APPLICATION & SELECTION PROCESS

Interested candidates should apply by March 17, 2025 with a cover letter, resume, and contact information for at least five (5) professional references to [Careers | MGT \(formerly GovHR\)](#) to the attention of Ryan Cotton, Consultant, at the above portal. Interviews will be held during the weeks of April 14th and April 22nd. The City of Crest Hill is an equal opportunity employer.