

# HAMPSHIRE, ILLINOIS VILLAGE MANAGER



**MGT**



## HAMPSHIRE, ILLINOIS | VILLAGE MANAGER

Hampshire, IL (pop. 8,113) Fast growing municipal government seeks skilled Village Manager with exceptional interpersonal skills and demonstrated leadership and management experience in municipal government. The Village of Hampshire is a family-oriented community with excellent schools and beautiful parks located 40 miles northwest of Chicago on I-90. To learn more, [click here](#) to view WGN's "Your Hometown" feature.

### COMMUNITY BACKGROUND

In 1876 when the Chicago-Pacific Railroad line was constructed, the Village of Hampshire was officially incorporated with Samuel Rowell as its first village president.

The Village of Hampshire, located at the Rt 20 interchange of I-90 30 miles northwest of O'Hare Airport, has a rural small town feel but operates as a forward thinking, growth-oriented community in western Kane County. The Village was the fifth fastest growing community in Illinois during the 2020 census, which saw a 37.8% increase from the 2010 census. The Village is home to six (6) schools including the state-of-the-art Hampshire High School built in 2008, one middle school, three grade schools and one private Catholic grammar school.

Residential expansion is prevalent in Hampshire. Soon, Lennar Homes will construct the new, 182 home Tamm's Farm subdivision, just west of Hampshire High. Silverthorne and Ryan Homes are constructing single-family homes in Crown's Prairie Ridge subdivision, and DR Horton is building two (2) new Townhome Communities in Prairie Ridge. The Logistics Industry is thriving in Hampshire. Freight Union's new headquarters is in Hampshire Woods where they join BEK Trucking. The Hampshire Logistics Park received development approval this spring along with two (2) other new logistics facilities which broke ground this year.

Additional information about the Village of Hampshire can be found on the Village's website: [www.hampshireil.org](http://www.hampshireil.org).



### DEMOGRAPHICS

Population 8,113

Land Area 8.95 square miles

2,664 Households

39,2 Median Age

\$104,746 Median Income

\$305,700 Median Property Value



## HAMPSHIRE VILLAGE GOVERNMENT BACKGROUND

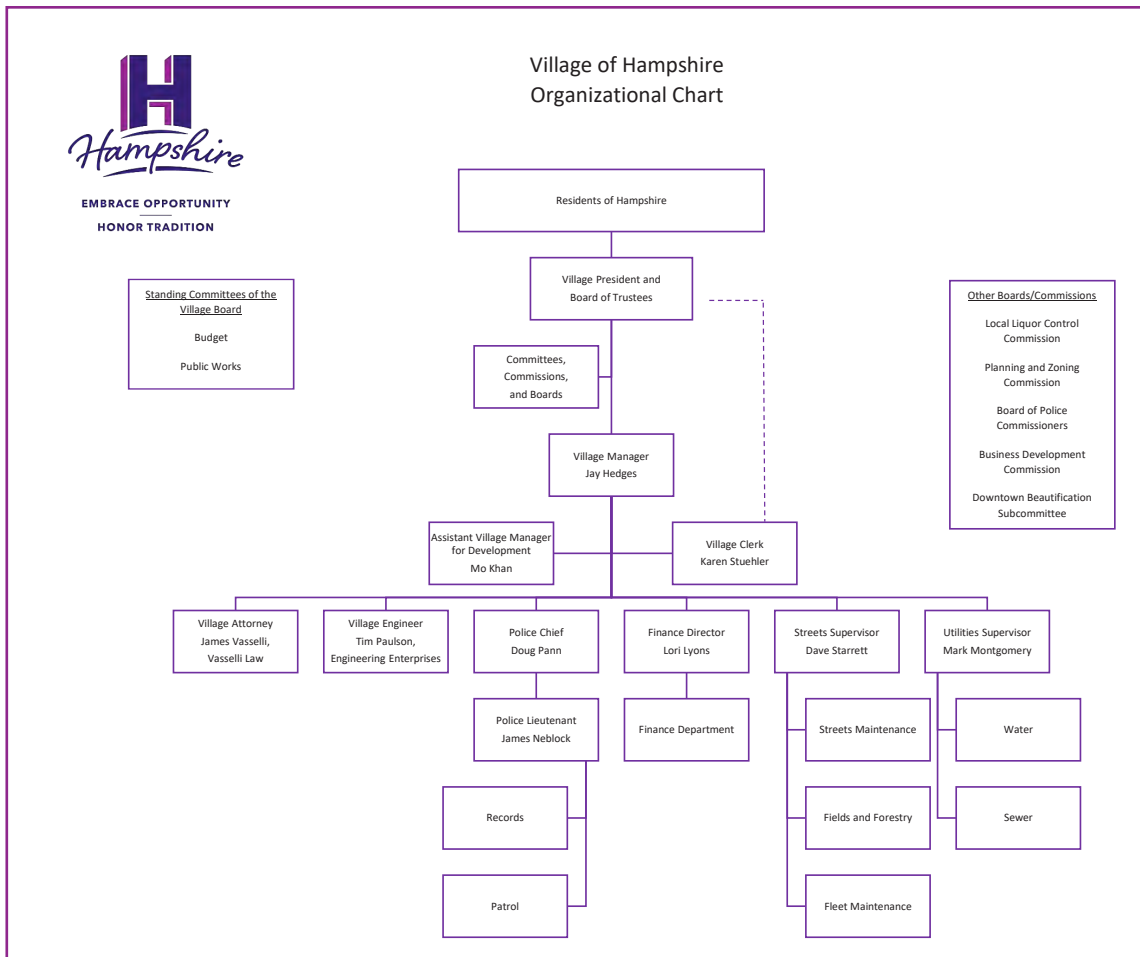
The Village of Hampshire is a non-home rule municipality that operates under a modified Mayor-Council form of government. The Village President is the chief executive officer of the Village, and the six Trustees are the legislative body. All are elected at-large by Village residents and serve four-year terms. By Ordinance, the Village employs a professional Village Manager to serve as the chief administrative officer responsible for the day-to-day operations of services, leadership of the several departments in the Village, and the execution of policies set by the Board of Trustees. The Village Manager is appointed by the Village President with the advice and consent of the Board of Trustees.



### Village government encompasses the following departments:

- Administration
- Building and Code Enforcement
- Developmental Services
- Finance
- Police
- Public Works & Engineering

Additionally, the Village has one union, the Fraternal Order of Police representing the police officers. The Village Manager is responsible for administering all collective bargaining agreements reached through the collective bargaining process.



## THE POSITION IN BRIEF

The present Village Manager is retiring after five years of service. The Village Manager is the Chief Administrative Officer of the Village Government. The Village Manager is responsible for the management and operation of all the affairs and departments of the Village. The Village Manager is appointed by the Village President and Board of Trustees. As the Chief Administrative Officer, the Village Manager's responsibilities include the management and control of all matters pertaining to the operation and maintenance of the property of the Village and of all the departments of the Village. The Village Manager shall be committed to the mission, vision and values of the city and demonstrate a high degree of ethical conduct, community stewardship, individual initiative, fiscally responsible, and responsive service. The Village Manager shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of municipal resources, progressive decision-making, personal accountability, and responsibility.

The responsibilities of the Village Manager include:

- Direct, supervise, and coordinate the activities of all departments, offices, and agencies of the Village.
- Administer the affairs of the Village to ensure that all Village business is accomplished efficiently and economically.
- Investigate all complaints in relations to the matters concerning the administration of the government of the Village and the services provided.
- Employ, discipline, suspend, and terminate any and all village employees, except when otherwise provided by law or contract.
- Supervise and administer the conduct of all collective bargaining processes of the Village and recommend such for consideration and approval by the Village Board.
- Serve concurrently as Budget Officer and prepare and submit to the Village Board a recommended annual budget for Village operations and recommended capital programs.
- Report periodically to the Village Board on the financial condition of the Village.
- Represent the Village in its dealings with other governmental agencies and officials, businesses, not-for-profit organizations, residents and the general public.
- Attend all Village Board meetings and Commission meetings as directed by the Village Board.
- Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the annual budget of the Village.



- Sign on behalf of the Village any contracts authorized by the Village Board.
- Prepare and submit a report on the finances and administrative activities of the Village at the end of each fiscal year.
- Prepare and oversee all grant and loan applications on behalf of the Village.
- Maintain a current inventory of all real and personal property of the Village. Serve as the following:
  - Village's Zoning Administrator
  - Administrator of the Village's Stormwater Management Regulations
  - Serve as Enforcement Official under the Village's Floodplain Regulations
- Evaluate Village projects, programs, agreements and services and make recommendations for modifications and improvements.
- All other duties as assigned by the Village President and/or Village Board.



## CHALLENGES AND OPPORTUNITES

- **Teamwork:** Possessing the ability to set the future vision for the organization, draft the strategic plan, provide clear direction for organizational goals, set priorities, and foster teamwork is a priority. The incoming professional will join a strong, experienced department head team with significant longevity. The role requires a hands-on leader who is willing to roll up their sleeves and actively engage in day-to-day operations. Open discussion and strong leadership is valued, making this a great opportunity for a confident, collaborative leader.
- **Economic Development:** The community is primed for development, with 500 acres of industrial land ready for build-out and a booming residential market, adding 200-300 new homes per year. Leadership is looking to set an aggressive five-year plan to guide growth, and a potential special census may be considered to assess the rapid expansion.
- **Community Development:** Regulatory and planning priorities include code enforcement, where significant progress has been made in ensuring compliance. Building services have been outsourced to SAFEBuilt since 2020, streamlining operations. However, the zoning code, last updated in 1985, requires complete rewrite, and the Comprehensive Plan, last updated in 2007, is also a priority for revision.
- **Financial Acumen:** Financially, the General Fund budget is nearly \$9 million, with a total budget of approximately \$15 million, including water and sewer operations. The Village is working to strengthen relationships with community partners. A commitment to community service and civic engagement is essential for success in this role. The new Manager will have to provide a vision and methodology to project the staffing needs of the Village as the community grows and pursue grant funding to supplement Village Revenue whenever possible.
- **Technology & Innovation:** Technology is a key focus for the organization. The city is implementing the Tyler ERP Pro system, with the Finance Director leading the rollout. A new water billing system is in its second year, with additional modules being introduced. The city's website was recently upgraded, and social media awareness is an important aspect of community engagement. Technology within the Village should be evaluated for best-in-class options to improve productivity and communication. The new Manager must possess up to date knowledge on how technology is changing and other evolving technology issues. The new Manager will work collectively with the senior staff to formulate a plan to enhance Information Technology.



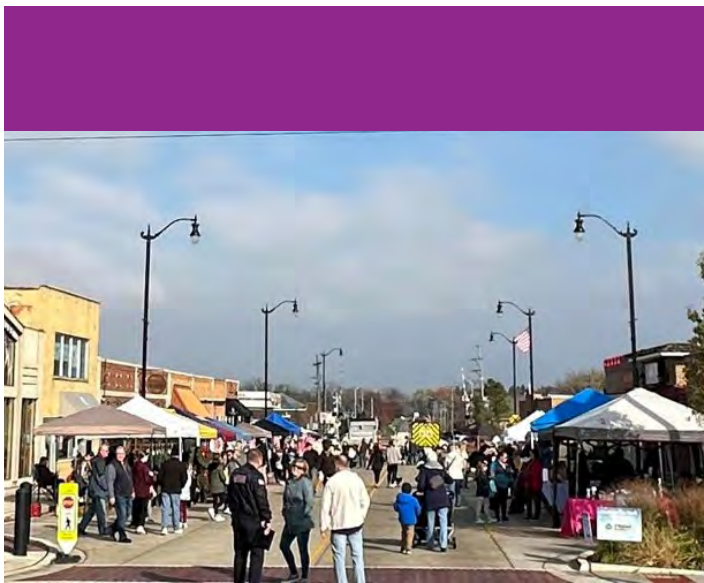


## MINIMUM QUALIFICATIONS

- A degree in public administration or related field.
- A minimum of 7-10 years of progressive professional municipal experience with supervisory experience. Demonstrated ability to develop effective working relations based on respect, trust, and confidence.
- Possess strong experience in personnel management and employee relations, demonstrating a proven ability to treat all employees fairly, both collectively and individually. Have in-depth knowledge of collective bargaining and labor contract administration.
- Ability to handle confidential/sensitive matters in a professional manner.
- Ability to work under pressure and with the public.
- Advanced knowledge of the principles of governmental organization and municipal government.
- Advanced knowledge of governmental budgeting and financial practices.
- Advanced knowledge of municipal organizational skills.



## LEADERSHIP SKILLS AND MANAGEMENT STYLE



- Possess a collaborative leadership style with expertise and desire to pursue modern management concepts, principles, strategies, practices, and techniques. A visionary leader who will foster creativity; an individual who is confident in their skills and willing to delegate to staff.
- Be an approachable individual and not one who micro-manages staff. Be a decisive decision maker.
- Possess skills with fiscal management, long-range financial planning, and integrated budget management and administration.
- Must have excellent interpersonal and communication skills through a collaborative leadership style with the Department Directors, which in turn builds trust within the organization.
- Have experience in intergovernmental relations, maintaining relationships and working with appropriate local, county, state, and federal jurisdictions and agencies in a constructive and cooperative manner; be able to effectively represent the Village's interests to these groups and be an advocate for the Village when appropriate.
- Have a successful record of working with community institutions, business leaders, and citizens' groups in a cooperative and friendly manner, genuinely open to the input and suggestions of all. Be politically astute in dealings with the Village Board and other political entities the Village partners with.
- Possess the maturity, self-confidence, and strength of professional convictions to provide administrative insights, counsel and recommendations to the Mayor, Board and staff; be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.
- 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 employment opportunities for the residents and will work with others to attract new businesses to Hampshire.
- Possess the energy and vision to build effective relationships with residents and business owners.
- Possess the ability to work collaboratively and empower staff by valuing their work and solutions for improvement.
- Be enthusiastic about joining the Village of Hampshire and serve as a role model to staff. Be civic minded and be a participant at community events.
- Possess a thorough understanding of how the technical aspects of growth within both commercial and residential development impact infrastructure improvements and the delivery of city services.
- 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.
- 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.



## BENEFITS

Residency is not required. This is a full-time, FLSA exempt position. The salary range is \$130,000 - \$150,000 +/- DOQ. The Village offers a competitive benefits package including participation in the Illinois Municipal Retirement Fund (IMRF), 457 Deferred Compensation Plan, a PPO/HMO health plan, dental, vision, and life insurance, paid time off for vacation, sick leave, membership in professional organizations, registration and travel for professional conferences, and reimbursement for related educational expenses.

## HOW TO APPLY

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references by May 9, 2025. Confidential inquiries may be directed to Riccardo (Rick) Ginex, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240, ext. 160 or Ashley Eccles, MGT Senior Consultant, at 847-380-3240 ext. 134.

For more information about the Village, go to <https://www.hampshireil.org>.

The Village of Hampshire is an Equal Opportunity Employer.

