

VILLAGE OF WINFIELD, ILLINOIS VILLAGE MANAGER





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VILLAGE MANAGER

POSITION AT A GLANCE

The Village of Winfield, IL seeks highly experienced, energetic candidates for its next Village Manager. Winfield attracts families of all ages to its charming Village which offers significant green space and a relaxed lifestyle. With its convenient location in the center of DuPage County, residents, and the business community benefit from convenient access to all of DuPage County while enjoying natural landscape, and quiet neighborhoods. 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 engage in active Board support.

COMMUNITY BACKGROUND

The Village offers diverse living options, including charming century-old properties, modern condominiums, and homesteads in a semi-rural environment. Families benefit from some of the top schools in Illinois. Winfield is a close-knit community characterized by a strong sense of camaraderie and a dedication to service and volunteerism. The community attracts residents who are proud to call Winfield their home.

Winfield is home to Northwestern Memorial/Central DuPage Hospital facilities. Residents enjoy coffee shops, restaurants and boutique shops in their downtown. Commuters to downtown Chicago find easy access using the Union Pacific West trainline. The three largest employers in Winfield are Northwestern Memorial/Central DuPage Hospital, Amazon and Septran. School District 33 and School District 34 serves children K-8th grade. High Schools serving the community include West Chicago Community (School District 94) or Wheaton North (School District 200).

VILLAGE GOVERNMENT

The Village of Winfield is a non-home rule municipality and operates under the Strong Mayor form of government. The Village Manager is appointed by the Village President with concurrence by the Board of Trustees 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. The prior Village Manager was employed by the community for 15 years and recently retired.

The Village has an \$22.5 million total budget, which includes a \$8.1 million general fund budget. With its Aa1 bond rating, the Village has demonstrated a strong commitment to fiscal stewardship. The Village has controlled both staff size and expense by sharing positions among departments fostering teamwork and cross training. Winfield is an efficient operation staffed by the following departments: Administration, Community Development, Finance, Police, and Public Works. The majority of the Parks/Recreation and Fire services are provided by other intergovernmental agencies. All Department Heads are recommended for appointment by and their daily activities supervised by the Village Manager. The Village has 38 full-time employees; the Patrol officers and Sergeants have a collective bargaining agreement. The Village Board and staff have a strong commitment to providing superior customer service.

WINFIELD AT A GLANCE

Population **10,054**

Households **4,013**

Median Household Income **\$143,102**

Median Home Value **\$383,000**

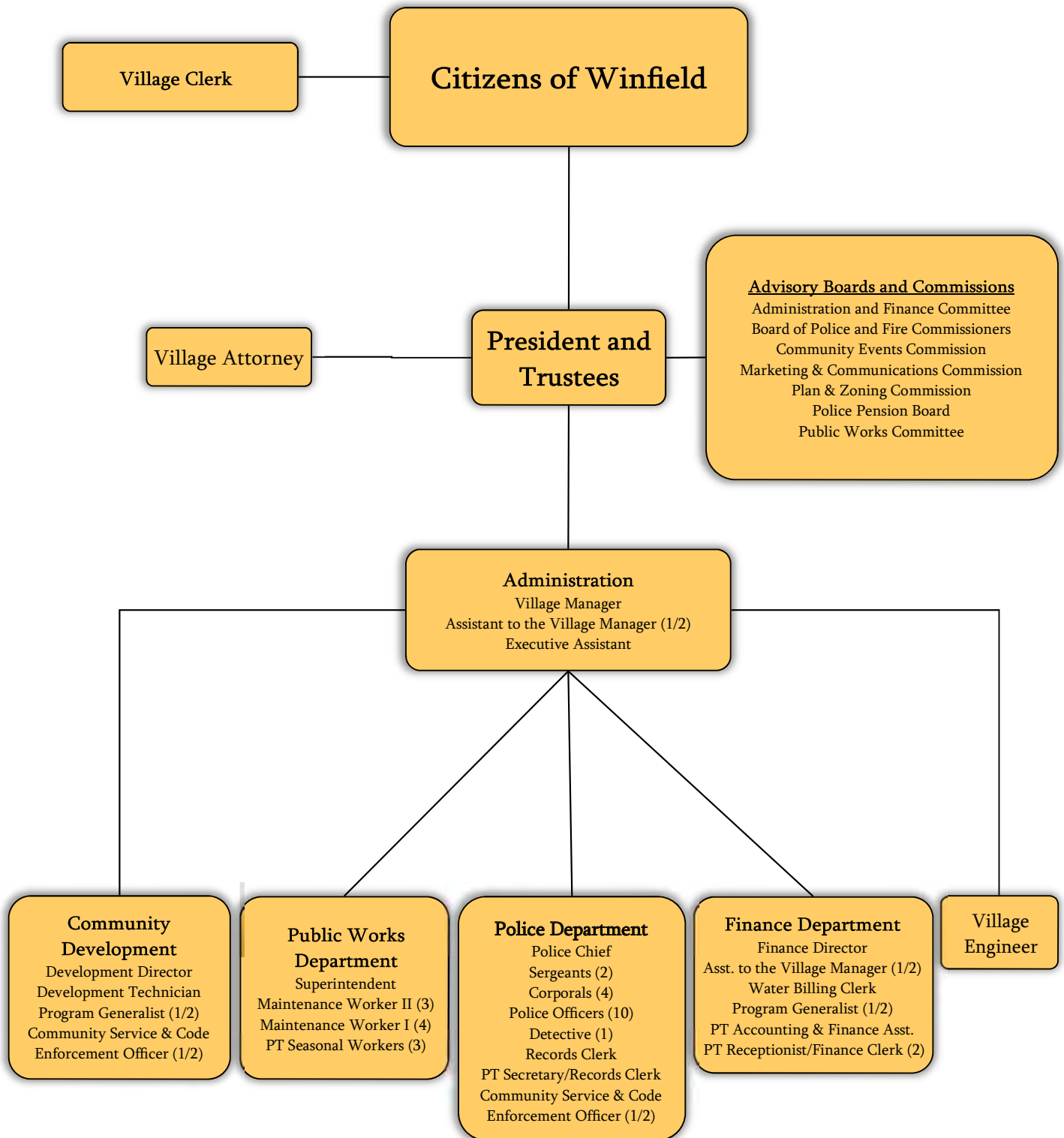
Median age **48.2**

Parks and open space **19** park sites





Organizational Chart



The Organizational Chart represents the functional structure of the Village and operating departments. It is not intended to fully reflect the budgetary expense allocations, as several positions are budgeted through multiple funds.



THE IDEAL CANDIDATE

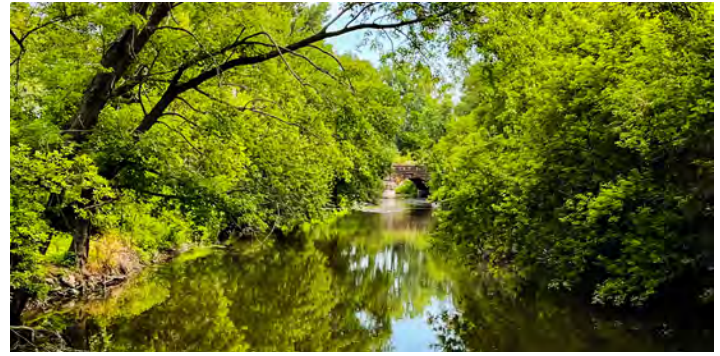
Candidate Must Haves

- 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 Winfield.
- 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 and low tax rate.
- Knowledge of municipal planning, and economic development techniques with the ability to work with the community and other stakeholders to advance Winfield'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 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.

The Ideal Candidate Will Ideally 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 and mentors the municipal employees while holding them accountable for achieving goals and objectives, understanding when and how to effectively coach performance. An individual who is open to mentoring and coaching employees.
- 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.

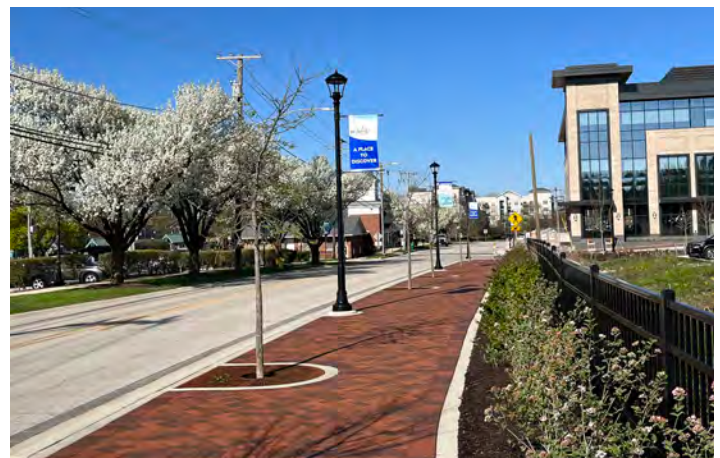




OPPORTUNITIES FOR ADVANCEMENT

The new Village Manager will be called upon to advance the following initiatives (not in order of importance):

- The Village is actively engaged in a downtown redevelopment effort that is funded through TIF proceeds and will incorporate new retail/commercial properties, multifamily residential development and the relocation of the existing Village Hall. Facilitating the successful completion of this project will offer an opportunity to interact with the intergovernmental agencies, Northwestern Central DuPage Hospital and residents.
- The next Village Manager will be expected to maintain the strong team-oriented work environment 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. 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.
- The next Village Manager will be expected to maintain the Village's strong financial position through effective budget management and fiscal policy implementation.
- The next Village Manager will be expected to understand the nuances and high level of communication and service that Winfield residents expect.
- Since the organization is small, the Village Manager is 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 Winfield has set a starting annual salary range of \$200,000 +/- DOQ/E. The retired Village Manager compensation budget for FY25 was \$210,000. Residency is not required. The new Village Manager will have access to a competitive benefits package including health, dental, vision, life insurance, pension, deferred compensation plans and so much more. Residency is not required.

SUBMIT YOUR CREDENTIALS

Apply [online](#) with résumé, cover letter, and contact information for five professional references by May 16, 2025 to the attention of Dave De Angelis, MGT Senior Consultant or Katy Rush, MGT Approved Independent Executive Recruiter. Confidential inquiries may be directed to Dave De Angelis, Senior Consultant at 262-844-6863 or Katy Rush, MGT Approved Independent Executive Recruiter at 847-380-3240 X 122.

Equal Opportunity Employer.



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