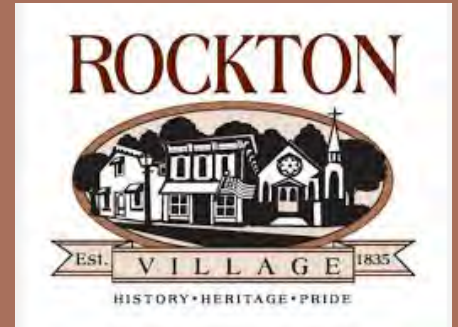


VILLAGE OF ROCKTON, ILLINOIS

VILLAGE ADMINISTRATOR



VILLAGE OF ROCKTON, ILLINOIS

VILLAGE ADMINISTRATOR



Rockton, IL (pop. 7,863) - The Mayor and Board of Trustees for the Village of Rockton are seeking a talented, resourceful, and energetic professional to become the first Village Administrator. Rockton is located in Winnebago County, Illinois, along the banks of the Rock River, just a few miles from the state's northern border.

The Rockton governing body chose to create this new position to enhance the professional capabilities of the Village staff and to assist the Mayor in managing and overseeing the day-to-day operations of the Village government.

Rockton is part of the Rockford, Illinois, metropolitan area. The community is known for its safe neighborhoods, historic downtown, beautiful parks and open spaces, excellent public schools, and the many community festivals and special events held throughout the year that attract people from throughout the entire region.

THE COMMUNITY

On the one hand, the Village of Rockton is known for its historic tree-lined neighborhoods and its quaint downtown commercial district featuring a variety of specialty shops and dining opportunities. However, it is also known for its forward-leaning attitude that is inviting to new and diverse residential subdivisions and popular retail / commercial developments.

Located in the beautiful Rock River Valley, the Village of Rockton boasts a unique blend of small-town charm, friendliness, and safety while providing convenient access to many modern urban amenities within the community and nearby larger metropolitan areas.

ROCKTON'S HISTORY

The residents of Rockton are proud of the community's rich heritage. Historic landmarks are abundant. Rockton's early history was marked by its early Native American inhabitants, with the Winnebago Indians among the most prominent groups. In the early days, the area saw the arrival of Indian traders.

The Village's development was intertwined with the fortunes of early steamboat and railroad projects, with a significant period of growth between its founding in 1835 and the Civil War.



DOWNTOWN ROCKTON

Rockton's aforementioned downtown district, along the banks of the Rock River, is a well-preserved and vibrant commercial district that serves as the cultural centerpiece of the Village of Rockton. Village Hall, the Talcot Free Public Library, and the Rockton American Legion serve as anchors in Downtown Rockton along with many unique specialty shops and restaurants including The Gem Shop, After The Vine, DeeDee's Main Street Coffee & Décor, La Croute Bakery Café, Ray's Family Restaurant, Buckets 'n Blooms!, Sugar Britches Old Fashioned Candy, and Truly Treasured Gift n Thrift to name just a few of the unique businesses in Downtown Rockton. Of course, the incomparable Dairyhaus, which is regarded as the World's greatest homemade ice cream shop is one of the the biggest and most popular attractions in Downtown Rockton.

The Village of Rockton, along with the Downtown Rockton Association, sponsors and/or organizes several special events throughout the year that attract people from throughout the region to the community. Those events include Rockton Pelican Fest, Rockton River Market, May Day Faerie Festival, Summerpalooza, Old Settlers Days, and others.



THE MUNICIPAL GOVERNMENT

The Village of Rockton operates under the Village Board form of government. The legislative branch of the consists of the Board of Trustees, which creates policies that are administered by the Village Mayor. The Village Trustees are elected at large to four-year overlapping terms. The Mayor is also elected at-large to a four-year term.

The Village of Rockton provides a wide range of municipal services, which are divided among the six operating departments: Administration, Clerk, Police, Public Works, and Parks & Recreation. The following functions are housed in the Administration Department: Village Treasurer, Village Attorney, Code Enforcement, Community Development, Collector, Engineering, and Special Events. Fire and emergency medical services are provided to the Village by the Rockton Fire Protection District.

The Village's annual General Fund budget totals \$9.6 million. It employs 39 full-time staff along with 26 part-time/seasonal employees. The Village Board unanimously voted to create the position of Village Administrator.

EDUCATION

The residents of Rockton take great pride in their excellent educational systems. Rockton School District #140 was formed in 1975 by the consolidation of the Stephen Mack School District and Rockton Elementary District. It covers 50 square miles and has an enrollment of 1,600 students at three schools: Stephen Mack Middle School, the Whitman Post Elementary School, and Rockton Grade School.

Students from Rockton and nearby Roscoe, Shirland, and parts of South Beloit, attend Hononegah Community High School #207, where outstanding academic quality is a tradition. Students' cumulative ACT scores consistently rank among the top percentiles in the Northern Illinois Conference.



THE VILLAGE ADMINISTRATOR

The Village Board unanimously voted to create the position of Village Administrator to serve as the municipality's chief administrative officer. The Village Administrator will oversee all administrative work performed by Village employees and department heads and provide direct, first-level supervision to administrative staff employees. The Village Administrator will also be responsible for implementing all Board actions, including ordinances, resolutions, and other board-adopted policies.

Qualified candidates must have a thorough understanding of all facets of municipal government operations. Candidates are required to possess a Bachelor's Degree in a relevant field of study. A Master's Degree in public administration or other related field is preferred, but not required. Candidates should have at least five (5) years of progressively responsible managerial/administrative public sector experience, preferably in a local government environment. Supervisory experience is also very desirable.

The Mayor and Board of Trustees have determined that the ideal candidate for the position will possess the following experience, professional skills, leadership traits, and personal attributes:

- Consistently exhibits exceptional leadership qualities including honesty, integrity, diplomacy, accountability, empathy, engagement, and enthusiasm.
- Uses leadership skills to create a strong team-oriented culture among the members of the Village leadership team. Serves as a coach, mentor, and teacher to the department heads while establishing clear performance expectations.
- Is accessible and approachable to employees, elected officials, and residents of the community.
- Builds effective relationships with the Mayor, Trustees, staff, community organizations, citizens, and all other internal and external stakeholders by consistently demonstrating integrity, dedication, respect, maturity, and trust.
- Provides professional recommendations to the governing body on all policy matters based on unbiased, thorough, and objective analysis.
- Will be a careful, thoughtful, and conservative steward of the community's finances.
- Has significant experience in economic development and a proven track record of attracting new businesses/employers to their previous communities.
- Is committed to the highest standards of integrity and ethical conduct in carrying out the position's responsibilities.
- Is experienced and knowledgeable about procuring and administering state and federal grants. Has been successful in writing grant applications as well as locating alternative funding sources for capital projects and operational programs.
- Is an outstanding overall communicator and places a high priority on transparency.
- Regularly and consistently solicits and accepts input from the Mayor, Trustees, staff, and other community stakeholders.
- Is able and willing to engage in difficult conversations, when necessary, with both elected officials and staff to resolve unproductive conflict or to address performance and behavioral issues.
- Is a leader who is fully committed to the Village of Rockton, is passionate about the community, and is dedicated to making Rockton the best place that it can be.
- Is always organized and well prepared, and instills the importance of careful preparation and being well-informed in all members of the leadership team.
- Is a leader who is open-minded and willing to accept and pursue ideas from others, even if those ideas are not aligned with his or her preferred approaches.

COMPENSATION AND HOW TO APPLY

The annual starting salary range for the position is \$100,000 to \$125,000 DOQ/E. The Village of Rockton will provide the Village Administrator with a highly competitive and comprehensive package of fringe benefits. Relocation assistance may be negotiated with the successful candidate. Apply online at www.GovHRjobs.com with a resume, cover letter, and contact information for five work-related references by May 31, 2025. Confidential inquiries about the position and/or the selection process should be directed to Mark Peterson, MGT Approved Independent Executive Recruiter, at 309-825-5091.

The Village of Rockton is an Equal Opportunity Employer.

THE VILLAGE OF ROCKTON BY THE NUMBERS

Population	7,863
Land Area	7.1 square miles

DEMOGRAPHICS

Age	Under 18	25.5%
	18 to 65	61.2%
	65 and over	13.3%
Race	White	83.2%
	Hispanic	12.9%
	Asian	1.6%
	Black	.5%
	All other	1.8%

EDUCATION

High School grad.	95.7%
BA Degree or higher	38.2%
Number of households	2,296
Persons per household	2.75
Owner occupied housing	80.7%
Median single-family home value	\$222,100
Median gross rent	\$864
Median Household income	\$109,333



MGT