



## **WINNETKA, ILLINOIS DEPUTY VILLAGE MANAGER**





# WINNETKA, ILLINOIS

## DEPUTY VILLAGE MANAGER

### THE POSITION IN BRIEF

The Deputy Village Manager is a member of the executive leadership team, working hand-in-hand with the Village Manager and seven Department Heads. The role assists with the administration of operations, long-range planning, and organizational development. The Deputy Village Manager oversees the day-to-day functions of the Village Manager's office including five divisions.

### THE COMMUNITY

[Winnetka](#) is a historic, beautiful community with tree-lined streets and architecturally significant homes located on the shore of Lake Michigan approximately 16 miles north of downtown Chicago in Cook County, Illinois. Strategically located within an easy drive or train ride to Chicago's loop from three train stations, Winnetka was named "one of the best places to live" by 24/7 Wall Street in 2020. Winnetka is known for its progressive, customer-oriented local government, excellent schools, and charming business districts.

The community was incorporated in 1869, prior to the adoption of the first Illinois constitution, and while governed by Illinois statutes pertaining to home rule municipalities, Winnetka also has Special Charter status. In 2005, Village residents approved a referendum granting the Village home rule status, which provides for greater legislative and revenue generating flexibility.

The village is home to [New Trier High School](#), a nationally recognized public school where 97% of its graduating students continue on to college. The Winnetka Public Schools (Cook County School District 36) have led the nation in progressive education and served as a model for educators who value the development of the whole child intellectually, socially, emotionally and physically. District 36 services approximately 2,000 kindergarten through eighth grade children in three elementary schools, one fifth/sixth grade center and one seventh/eighth grade middle school.





The community has well-developed and maintained recreational facilities, most of which are operated by an independent [Park District](#). Winnetka has four public beaches, a boat launch, numerous parks, an indoor tennis club, an ice rink, a public golf course and forest preserve areas. The Village is served by the Winnetka-Northfield Public Library, also operated by an independent district.

In addition to its sandy beaches, renowned schools, outstanding parks, and quality recreation facilities, Winnetka boasts numerous shops, restaurants, and specialty merchants in the Village's four distinct shopping districts (Hubbard Woods, East Elm, West Elm, and Indian Hill). Shops here are frequent destinations for local residents but also attract customers from throughout the North Shore.

## WINNETKA AT-A-GLANCE

Population: **12,745**

Land Area: **3.8** square miles

County: **Cook**

Median Home Value: **\$1,206,300**

Median Household Income (in 2022 dollars): **\$250,000**

Households: **4,268**

Bachelor's degree or higher, persons age 25+: **87.3%**

Public Transportation: Metra train, CTA rapid transit, and PACE Suburban Bus





## THE ORGANIZATION

Winnetka is a full-service municipality with police, fire, water, sanitary sewer, storm sewer, refuse, and electric utilities. The Village operates under a Council/Manager form of government adopted in 1915. The Village President and Board of Trustees (six Trustees) are elected for two-year terms and are limited to two terms. The Village Council appoints a professional Village Manager, who supervises about 160 municipal employees, and oversees services supported by the [FY2025](#) budget of \$94 million, including \$23 million for capital projects.

The current Village Manager was appointed in 2010 and leads the Village's Executive Team, which also includes the Deputy Village Manager, Community Development Director, Fire Chief, Engineering Director, Finance Director, Police Chief, Public Works Director, and Water & Electric Director.

The Village's core financial policy is to maintain the long-standing tradition of fiscal discipline and stewardship, while delivering high levels of municipal services. Historically the Village's infrastructure investment has been on a pay-as-you-go basis. These guiding principles ensure that the Village delivers a high level of services and minimizes increases in operating expenses. The Village's fiscal prudence has earned it a AAA bond rating, reduced the Village's portion of total property tax bills, ensured a steady and predictable revenue stream, and resulted in minimal debt.



## THE POSITION

The Deputy Village Manager is a member of the executive leadership team, working hand-in-hand with the Village Manager and seven Department Heads. The Deputy Village Manager (DVM) is a department head position and is appointed by and reports to the Village Manager.

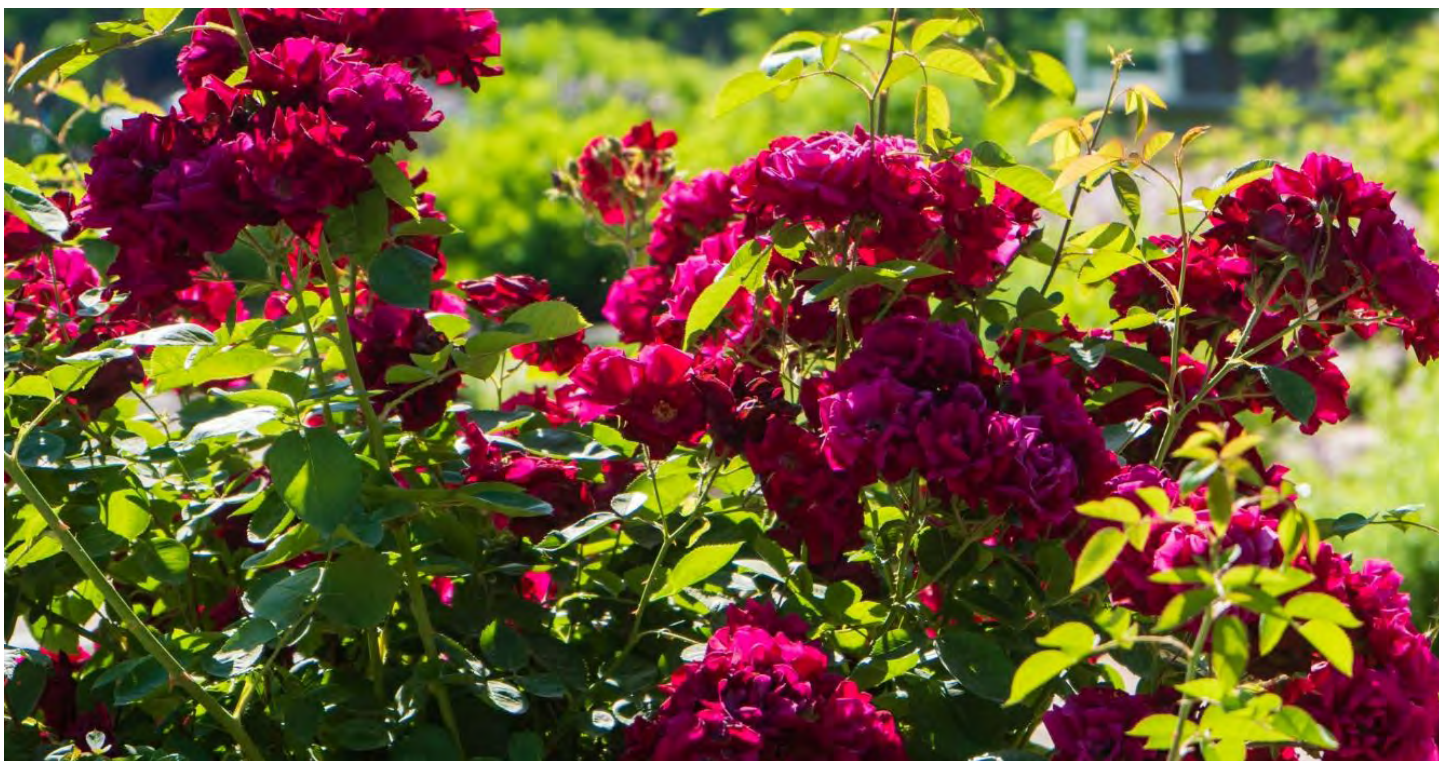
The role assists with the administration of operations, long-range planning, and organizational development. The Deputy Village Manager oversees the day-to-day functions of the Village Manager's office, leads the Village's human resources function, handles the council agenda and special projects, directs the sustainability and communications efforts of the Village, and provides oversight to the Village's economic development function. The Deputy Village Manager supervises six full-time employees, including the Economic Development Manager, Benefits Manager, Human Resources Manager, Communications Manager, Executive Assistant/Deputy Village Clerk, and the Sustainability Coordinator. This position also provides direct support to the Village Attorney.

The Village is seeking a collaborative Deputy Village Manager with a record of collaborative leadership with the ability to move strategic goals forward and engage in process improvement in a team-oriented environment. The Village Manager is retiring after 15 years of service to the community, and the current Deputy Village Manager will be appointed as Manager, effective as of October 2025.



A sampling of some of the position's essential job functions include:

- The position directs, supervises, and coordinates the day-to-day activities of the Village Clerk function including document retention, processing of Ordinances and Resolutions, FOIA, OMA, preparation and distribution of Village Council meeting packets, drafting documents, assembling background materials, and preparing presentations.
- The Deputy Village Manager identifies and performs process improvements related to Village services and designs, implements and manages updates to the Village's strategic plan.
- The position oversees the Village's Human Resources and Benefits functions including regulatory compliance, personnel policy and development, performance management, compensation and benefits, collective bargaining, succession planning, workers' compensation, and employee wellness.
- The Deputy Village Manager directs, supervises, and coordinates, Village's economic development and sustainability functions.
- The Deputy Village Manager directs, supervises, and coordinates the day-to-day activities of the Communications function, management of all public information and electronic communications: website(s), printed newsletter, electronic newsletter, press releases, social media, informational materials, and brochures/presentations.
- An updated (April 2025) job description is available and will be sent to finalists for the position.



## CHALLENGES AND OPPORTUNITIES

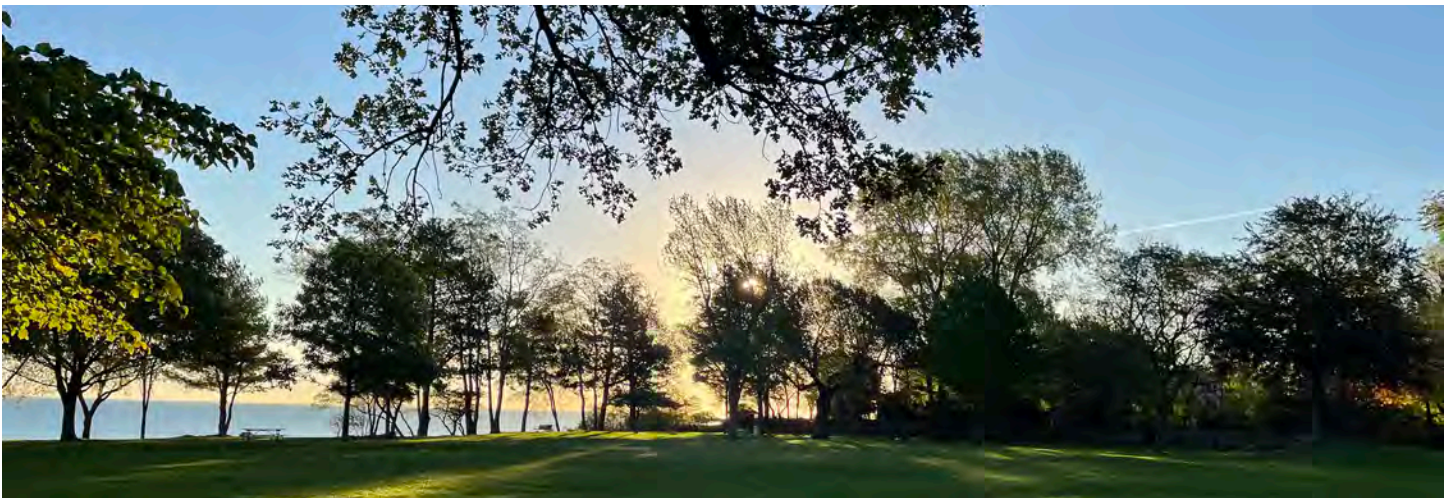
The new Deputy Village Manager (DVM) can expect to be a key member of the Village's management team, so developing and maintaining relationships with the Village Manager, elected officials, department heads, and community stakeholders is paramount. Proven communication, interpersonal and human relations skills, and the ability to interact with a wide variety of people possessing various attitudes and positions are all important and desirable qualities for the DVM. The next Deputy Village Manager can expect to be involved in the following:

- The DVM serves as a trusted advisor to the management team and should possess a thoughtful and judicious approach to traversing everyday and long-term challenges, such as succession planning, the recruitment and retention of skilled workers in a competitive hiring environment, and strategic benefits administration. Village department directors should also be able to rely on consistent and technically solid advice on a variety of personnel matters, such as workplace conduct and accountability issues, discipline, union contract interpretation, workers' compensation, FMLA/ADA leave matters, as well as conflict resolution.
- Understanding and feeling comfortable working in a fast-paced environment, with community stakeholders that are exceptionally engaged and expect a high-level of service will be an important ingredient for this position's success. Winnetka residents are actively engaged in their local government and stay abreast of civic matters. The DVM is expected to be fluent in municipal issues that may or may not be of direct responsibility and should be an at-ease communicator and spokesperson for village matters.
- Village management anticipates transitioning agendas and supporting materials to electronic packets within the next year. This is one of a number of sustainability efforts to be undertaken in the near future, as the Village Council has placed a high priority on environmental conscientiousness and green initiatives, with Village management recently hiring a Sustainability Coordinator. Along those lines, the new DVM can expect to support and guide the examination of additional sustainability efforts such as fleet fueling, facility maintenance and other clean energy enterprises.



## CHALLENGES AND OPPORTUNITIES (continued)

- Like most older Midwestern communities, Winnetka is challenged with maintaining aging infrastructure such as streets, stormwater and sewer systems, and unique to the Village, an electric utility. The Village has aggressively maintained these systems, dedicating significant financial resources and resisting deferred maintenance, all while keeping their top-tier bond rating in check. The DVM can expect to be part of the budget team that helps assure the continued maintenance of the Village's capital assets in a fiscally responsible manner.
- The DVM will lead the Human Resources division and should possess an above-average understanding of personnel administration, as well as current trends that affect managing a municipal workforce. The primary HR responsibilities are handled by an HR Manager and Benefits Manager who adeptly keep the day-to-day functions of personnel administration operating smoothly. Still, the DVM can expect to keep an eye on organization-wide personnel policy matters assuring that the Village's HR function is applying contemporary personnel administration rules and standards to assure the modern delivery of human resources to a substantially sized workforce. The Deputy Village Manager also leads the Village's collective bargaining efforts including strategy development, negotiations, and contract implementation.
- The DVM, working in concert with HR, needs to be skilled at guiding the management team on appropriately dealing with a variety of circumstances not uncommon in a workforce of more than 160, with that guidance grounded in a current understanding of public sector labor law, rules and standards, and collective bargaining, as there are three unions – police, fire and public works. Likewise, the Village's elected officials should feel confident that the Village's personnel system is being administered in a fair, firm and equitable manner.
- As an older, inner-ring suburb, Winnetka's development efforts are focused on redevelopment. The Deputy Village Manager oversees the creation and implementation of programs for business retention and attraction as well as for advertising and special events—focusing on boutique retail and food in the three business districts surrounding the commuter rail stations. Currently the Economic Development Manager position is vacant, meaning the new DVM will likely have a newer employee to guide and work closely with the Village's community development team.
- Chicagoland municipalities, including Winnetka, have developed a strong network of intergovernmental relationships within the region. The Village belongs to a number of cooperative agencies and organizations, and the next Deputy can expect to support the Village Manager in continuing those relationships and cultivating close working alliances with state, county and municipal partners and neighbors.





## IDEAL CANDIDATE

### Must Haves –

- Bachelor's degree from a college or university with major course work in public or business administration, political science, or a closely related field, and a master's degree in public or business administration or closely related field.
- Five to seven years of progressively responsible municipal work experience, including at least two years of supervisory experience.
- Experience in human resources administration including organizational development, performance management, employee and labor relations, risk management, benefits and compensation, and other matters relating to a progressive human resources function.
- Have commitment to and experience in delivering municipal services with the highest customer service standards as a continuous goal.

## COMPENSATION AND BENEFITS

The salary range is \$195,000 - \$215,000 +/- DOQ. After one year, the position is eligible to receive a \$5,000 contribution to a 457 Plan annually. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF) pension system, health insurance including medical, dental, and vision coverage (also available to dependents), paid parental leave, flexible work schedule, life insurance, and generous paid leave time. The Village does not have a residency requirement. Attendance at weekly evening meetings is required.

## 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 September 17, 2025. Questions may be directed in confidence to Lee Szymborski, Senior Consultant, MGT, at 847-380-3240 ext. 103 or Ashley Eccles, Senior Consultant, MGT, at 847-380-3240 ext. 134. The Village of Winnetka is an Equal Opportunity Employer.

# MGT